

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK
FACULTY OF DENTAL MEDICINE AND HEALTH OSIJEK**

STATUTE

of the Faculty of Dental Medicine and Health Osijek



Osijek, April 2023

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Pursuant to Article 19(3)(2) of the Act on Higher Education and Scientific Activity (Official Gazette 119/22) and in accordance with Articles 19(3) and (4) and 190(3) of the Statute of the Josip Juraj Strossmayer University of Osijek, the Faculty Council of the Faculty of Dental Medicine and Health Osijek (hereinafter: Faculty Council), at its 10th meeting in the academic year 2022/2023, held on 25 April 2023, under item 2.1 of the agenda, adopted the following

STATUTE

of the Faculty of Dental Medicine and Health Osijek

I. GENERAL PROVISIONS

Article 1

- (1) In accordance with the Act on Higher Education and Scientific Activity (hereinafter: Act), the Statute of the Josip Juraj Strossmayer University of Osijek (hereinafter: University Statute) and other regulations, this Statute regulates the structure, activities and business operations of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek (hereinafter: Faculty), authority and decision-making processes of the Faculty's bodies, structure and delivery of university and professional study programmes, status of teachers and associates as well as their rights and obligations, status of other employees, status of students as well as their rights and obligations, scientific and professional activities, financing of the Faculty through programme agreements and other matters relevant for the Faculty.
- (2) Gender-specific terms used in this Statute refer to both the male and female genders.

Status of the Faculty

Article 2

- (1) The Faculty is a higher education institution, a public institution with the status of a legal entity with public authority; it is entered in the Register of Institutions and the Register of Higher Education Institutions kept by the ministry competent for science and education (hereinafter: Ministry).
- (2) The Faculty is a constituent unit of the University with legal personality, it performs higher education activities as well as scientific and professional activities, and it organises and delivers university and professional study programmes, as well as the scientific and professional work in one or more scientific areas.
- (3) The founder of the Faculty is the Josip Juraj Strossmayer University of Osijek (hereinafter: University), which holds the founder's rights in accordance with the Act, the University Statute and the founding document of the Faculty.
- (4) The Statute is the Faculty's fundamental general regulation, which must comply with the University Statute.

Article 3

- (1) The full name of the Faculty in Croatian is: Sveučilište Josipa Jurja Strossmayera u Osijeku, Fakultet za dentalnu medicinu i zdravstvo Osijek.

- (2) The full name of the Faculty in English is: Josip Juraj Strossmayer University of Osijek, Faculty of Dental Medicine and Health Osijek.
- (3) The abbreviated name of the Faculty is: University of Osijek, Faculty of Dental Medicine and Health Osijek.
- (4) The address of the Faculty is Osijek, Crkvena 21.
- (5) Faculty day is 25 April, and the date of establishment of the Faculty of Dental Medicine and Health Osijek is 25 April 2017.

Mission of the Faculty

Article 4

The mission of the Faculty of Dental Medicine and Health Osijek is to educate future doctors of dental medicine, dental hygienists, nurses, physiotherapists and other medical personnel, teachers and scientists, to encourage scientific research and to conduct research. The Faculty of Dental Medicine and Health Osijek strives for excellence in education and research, particularly in the area of biomedicine and health, and it is founded on modern teaching methods, humaneness and strict ethical principles. It systematically encourages future and existing healthcare professionals to practice lifelong learning and evidence-based medicine. Knowledge acquisition through biomedical research and education of teachers and researchers is the basis for good healthcare practices and improvement of prevention, diagnosis and treatment of diseases in the community in which the Faculty operates.

Faculty insignia ***The Faculty's crest, seal, stamp and flag***

Article 5

- (1) The Faculty has its crest, embossed seal, stamp and flag.
- (2) The Faculty's crest is circular. At its centre are five fields: the first field is blue with a yellow six-pointed star; the second field is white; the third field is red and features a stylised marten in its centre; the fourth field is white; and the fifth field is blue. The centre of the crest is encircled by a yellow ring. In the outer blue ring, itself bordered by a yellow circle, the inscription reads: "Sveučilište Josipa Jurja Strossmayera u Osijeku," with the text "Fakultet za dentalnu medicinu i zdravstvo" placed beneath. The entire crest is surrounded by a blue circle.
- (3) The Faculty has an embossed seal and a round stamp bearing the coat of arms of the Republic of Croatia in the centre, with a circular inscription along the edge in two rows: "Republika Hrvatska, Sveučilište Josipa Jurja Strossmayera u Osijeku, Fakultet za dentalnu medicinu i zdravstvo Osijek."
- (4) The embossed seal, 38 mm in diameter, is used for certifying diplomas. Other public documents and records are certified using the Faculty's stamp, 25 mm in diameter, which is circular and features the coat of arms of the Republic of Croatia in the centre. Above the coat of arms are the words: "Fakultet za dentalnu medicinu i zdravstvo," and below it: "Osijek." Along the edge of the stamp, the following words are inscribed: "Republika Hrvatska Sveučilište Josipa Jurja Strossmayera u Osijeku."
- (5) The Faculty's other documents and written correspondence are certified with a 38 mm round stamp featuring a specially stylised image of Josip Juraj Strossmayer in the centre, with the Latin inscription: "DR. JOSEPHUS GEORGIUS STROSSMAYER" and a

circular inscription along the edge in two rows: “Sveučilište Josipa Jurja Strossmayera u Osijeku Fakultet za dentalnu medicinu i zdravstvo.”

- (6) The number of stamps and seals, their use and marking with serial numbers, and the persons responsible for their use and safekeeping are determined by a decision of the Dean.
- (7) The Faculty’s flag is yellow. The flag’s length-to-width ratio is 2:1. The Faculty’s crest is placed in the centre of the horizontally oriented flag.
- (8) In official correspondence, the Faculty uses letterhead that includes the Faculty’s logo, its name in Croatian and other relevant information about the Faculty.

II. REPRESENTATION

Article 6

- (1) The Dean is the head of the Faculty and holds all the powers and obligations of the head of an institution.
- (2) The Dean represents the Faculty and is responsible for ensuring that the Faculty operates in accordance with the law.
- (3) The Vice Deans and the Secretary may represent the Faculty and sign documents within the scope of their duties, but they may not undertake obligations on behalf of the Faculty, unless specifically authorised in that regard by means of a special power of attorney.
- (4) Other employees may also represent the Faculty if they are authorised in that regard by the Dean by means of a special power of attorney. The content and scope of the power of attorney are defined by the Dean.
- (5) The Faculty Secretary signs the documents within the scope of authorisations defined in this Statute.
- (6) Persons authorised for signing financial documents are appointed by the Dean.

III. LEGAL TRANSACTIONS AND LIABILITY FOR OBLIGATIONS

Article 7

- (1) The Faculty enters into legal transactions with third parties independently and without limitations.
- (2) In legal transactions, the Faculty acts under the University’s name and its own name.
- (3) The Faculty is liable for its obligations with all of its assets and resources – full liability.
- (4) The University, as the Faculty’s founder, is jointly and severally liable for the Faculty’s obligations, without limitations.

IV. ACTIVITIES

Article 8

- (1) The Faculty is a higher education institution and a constituent unit of the University which performs higher education activities and scientific and professional activities, and it organises and delivers university and professional study programmes, as well as scientific and professional work in the scientific area of dental medicine and of basic

medical sciences and clinical medical sciences, and in related areas as defined in this Statute.

- (2) The Faculty may also perform other activities in accordance with the Act, the University Statute and this Statute.
- (3) The Faculty performs its activities on the basis of registration in the Court Register and the Register of Higher Education Institutions kept by the Ministry.
- (4) The Faculty performs higher education activities as a public service.

Article 9

- (1) The Faculty's activities are as follows:
 - Higher education
 - Structuring and delivery of undergraduate university study programmes, integrated undergraduate and graduate university study programmes, graduate university study programmes and postgraduate study programmes: postgraduate university specialist and doctoral study programmes as well as professional study programmes in accordance with the Act
 - Research and experimental development in the scientific areas of Biomedicine and Health, Natural Sciences and Interdisciplinary Sciences
 - Scientific research in the scientific area of Biomedicine and Health in corresponding scientific fields under the conditions stipulated by special regulations
 - Structuring and delivery of various forms of professional and scientific training for the purpose of keeping up-to-date with the latest professional and scientific achievements
 - Structuring and delivery of various forms of professional work and participation in the delivery of healthcare programmes
 - Publishing, library and IT activities for teaching purposes as well as for scientific and professional work
 - Structuring and delivery of various lifelong learning programmes in accordance with the Act, the University Statute and the Faculty Statute
 - Organising and delivery of national and international consulting sessions and professional conferences with the aim of broadening the knowledge of students, healthcare professionals and other interested parties
 - Service activities for the purpose of the Faculty's activities
 - IT company services.
- (2) Even without entering them in the Court Register, the Faculty may also perform other, smaller-scope activities that advance the registered activities and contribute to the utilisation of available space, human resources and equipment.

V. FACULTY STRUCTURE

Article 10

- (1) The Faculty's internal structure is defined in this Statute in accordance with the University Statute.
- (2) The Faculty consists of organisational units for carrying out teaching, scientific and professional work, as well as a special organisational unit for teaching purposes and an organisational unit for professional and administrative tasks.

- (3) The Faculty's organisational units include institutes, departments, laboratories, clinical skills room, library and secretary's office, as well as organisational units for performing healthcare activities for teaching purposes at the Faculty.

Institute
Status and powers of institutes

Article 11

- (1) An institute is the Faculty's organisational unit established for the performance of teaching, scientific and professional work.
- (2) An institute may operate without any subordinate organisational units or it may be composed of two or more departments and also include laboratories as subordinate organisational units.
- (3) The name of the institutes, their number and composition are regulated in the Decision on the Faculty's Structure in accordance with this Statute.
- (4) The institutes' powers are:
- Teaching in accordance with the Faculty's overall curricula and course curricula
 - Conducting scientific research in specific scientific fields within the scientific area of Biomedicine and Health, as well as in the interdisciplinary area of science
 - Proposing scientific programmes and projects as well as development and professional projects
 - Overseeing, monitoring and analysing the implementation of the work plan, analysing performance results and taking measures to improve work within the institute
 - Proposing a plan for new jobs within the institute
 - Proposing advancement plans for the institute's teaching staff and associates
 - Proposing further professional development of its members, in the country and abroad
 - Preparing proposals for the procurement of scientific and teaching equipment
 - Performing other tasks within its scope of activity.
- (5) Members of the institute are teachers and associates who have an employment contract with the Faculty and who participate in teaching, scientific and professional work.
- (6) Professors emeriti who teach in doctoral study programmes, as well as academicians and researchers from institutes who teach in university study programmes, participate in scientific research activities and scientific projects and have contributed to the establishment of the institute at the Faculty through their work may also participate in the work of the institute.
- (7) Teachers, associates and other experts employed outside the Faculty who participate in teaching in accordance with the Faculty's overall curricula and course curricula may also participate in the work of the institute, but without voting rights.
- (8) The institute deliberates and makes decisions at its meetings.
- (9) Institute meetings are convened and chaired by the head of the institute.
- (10) The manner of work and decision-making of the institute is further defined in the Rules of Procedure of the institute, adopted by the Faculty Council at the proposal of the institute.
- (11) The institute must submit a report on its work to the Faculty Council at least once a year.

Head of the institute

Article 12

- (1) The head of the institute represents and manages the work of the institute.
- (2) The head of the institute is elected by the Faculty Council at the Dean's proposal, by a public vote and based on the majority of votes of all Faculty Council members, for a term of three (3) years. The same person may be reappointed as head of the institute.
- (3) A teacher at the Faculty holding a scientific-teaching position and employed under an employment contract with the Faculty may be appointed as head of the institute.

Powers of the head of the institute

Article 13

- (1) The head of the institute has the following rights and obligations:
 - Represents the institute within the Faculty and, upon authorisation by the Dean, before third parties
 - Organises and coordinates the institute's scientific, teaching and professional work
 - Supervises the work of the institute's teaching staff and ensures that classes are regularly delivered in accordance with the course curricula
 - Makes proposals for the improvement and assurance of teaching quality
 - Chairs the meetings of the institute
 - Implements the decisions of the Faculty Council and the Dean which concern the institute
 - Responsible for the institute's human resources policy, the institute's development and the scientific and professional development of its staff
 - Ensures the cost-effectiveness of the institute's operations and oversees investments, equipment maintenance and the status of consumables necessary for the institute's activities within the limits of the institute's available funds
 - Performs other tasks in accordance with this Statute and other general regulations of the Faculty.
- (2) At the beginning of their term, the head of the institute appoints a deputy who is authorised to perform all duties within the scope of the head's responsibilities in case of their incapacity or absence.
- (3) The head of the institute may be dismissed before the expiry of their term of office for the same reasons applicable to the Dean and Vice Deans, in accordance with this Statute.
- (4) The decision to initiate the dismissal procedure is adopted by the Dean personally or based on a written request submitted by at least one-third of the institute's members. The request must include a reasoned explanation for seeking dismissal.
- (5) Before a decision on initiating the dismissal procedure is adopted, the head of the institute must be given an opportunity to respond to the reasons presented for the dismissal.
- (6) The decision on dismissal is adopted by the Faculty Council by a public vote, based on the majority of votes of all Faculty Council members.
- (7) In the event of dismissal of the head of the institute, the Faculty Council will appoint a new head of the institute at the same meeting, at the Dean's proposal.
- (8) If a new head of the institute is not appointed, the Dean will appoint the deputy head of the institute as the acting head of the institute until a new head of the institute is appointed, for a period not exceeding six (6) months.

- (9) The procedure for the election of a new head of the institute will be conducted in accordance with this Statute, and the dismissed head of the institute may not be a candidate in that procedure.

Department

Article 14

- (1) The department is the fundamental organisational unit of the Faculty established to carry out scientific, teaching and professional work.
- (2) Departments are generally established to include several related courses.
- (3) The department does not comprise any subordinate organisational units.
- (4) Members of the department are teachers and associates who have an employment contract with the Faculty and who teach or participate in teaching the same or related courses.
- (5) Teachers, associates and other experts employed outside the Faculty who participate in teaching in accordance with the Faculty's overall curricula and course curricula may also participate in the work of the department, but without voting rights.
- (6) The department's powers are:
 - Structuring and delivery of teaching, scientific and professional activities
 - Proposing new study programmes to the Faculty Council in the scientific area and scientific field in which the Faculty delivers teaching, in accordance with the regulations governing quality assurance in higher education and science
 - Proposing amendments to the study programme in relation to the course content (for both compulsory and elective courses) taught or co-taught by teachers and associates who are members of the department, in accordance with the regulations governing quality assurance in higher education and science
 - Proposing minor amendments to study programmes to the Faculty Council
 - Proposing the course curricula for courses taught within professional, integrated university, undergraduate university, graduate university and postgraduate (doctoral and specialist) study programmes which they teach or co-teach
 - Overseeing, monitoring and analysing the implementation of the work plan, analysing performance results and taking measures to improve work within the department
 - Proposing a plan for new jobs within the department
 - Proposing advancement plans for the department's teaching staff and associates
 - Ensuring the professional development of its members, particularly teaching assistants
 - Proposing further professional development of its members, in the country and abroad
 - Preparing proposals for the procurement of scientific and teaching equipment
 - Proposing the appointment of mentors for postgraduate students to the Faculty Council
 - Proposing scientific programmes and projects as well as development and professional projects
 - Ensuring adequate availability of textbooks and manuals required for teaching
 - Performing other tasks within its scope of activity.
- (7) The name of the departments, their number and composition are regulated in the Decision on the Faculty's Structure in accordance with this Statute.
- (8) The department deliberates and adopts decisions at its meetings.

- (9) Department meetings are convened and chaired by the head of the department.
- (10) The manner of work and decision-making of the department is defined in the Rules of Procedure of the department, adopted by the Faculty Council at the proposal of the department.

Head of the department

Article 15

- (1) The head of the department represents the department and manages its operations.
- (2) The head of the department is elected and dismissed by the members of the department among themselves, by a public vote based on the majority of votes of all members of the department, and the election is confirmed by the Faculty Council.
- (3) A teacher at the Faculty holding a scientific-teaching position and employed under a full-time employment contract with the Faculty may be elected as head of the department. If there is no full-time teacher within the department, the head is elected from among those teachers who have an employment contract with a higher percentage of working time, and at least 50% working time.
- (4) The head of the department is elected for a term of three (3) years. The same person may be re-elected as the head.

Article 16

- (1) The head of the department has the following rights and obligations:
 - Represents the department within the Faculty and, upon authorisation by the Dean, before third parties
 - Organises and coordinates the department's scientific, teaching and professional work
 - Supervises the work of the department's teaching staff and ensures that classes are regularly delivered in accordance with the course curricula
 - Makes proposals for the improvement and assurance of teaching quality
 - Convenes and chairs the department meetings
 - Implements the decisions of the Faculty Council and the Dean which concern the department
 - Responsible for the department's human resources policy, the department's development and the scientific and professional development of its staff
 - Ensures the cost-effectiveness of the department's operations and oversees investments, equipment maintenance and the status of consumables necessary for the department's activities within the limits of the department's available funds
 - Performs other tasks in accordance with this Statute and other general regulations of the Faculty
 - Performs other tasks entrusted by the Dean, the Vice Deans and the Faculty Council.
- (2) At the beginning of their term, the head of the department appoints a deputy who is authorised to perform all duties within the scope of the head's responsibilities in case of their incapacity or absence.
- (3) The head of the department may be dismissed before the expiry of their term of office for the same reasons applicable to the Dean and Vice Deans, in accordance with this Statute.
- (4) The decision to initiate the dismissal procedure is adopted by the department based on a written request submitted by at least one-third of the department's members. The request must include a reasoned explanation for seeking dismissal. If the head of the department

fails to convene a department meeting within thirty (30) days of receipt of the written request of the department's members for their dismissal, the department meeting will be convened by the Dean of the Faculty.

- (5) Before a decision on initiating the dismissal procedure is adopted, the head of the department must be given an opportunity to respond to the reasons presented for the dismissal.
- (6) The decision on dismissal is adopted by the department members by a public vote, based on the majority of votes of all members of the department.
- (7) In the event of dismissal of the head of the department, the department members will appoint a new head of the department at the same meeting.
- (8) If a new head of the department is not appointed, the Dean will appoint the deputy head of the department as the acting head of the department until a new head of the department is appointed, for a period not exceeding six (6) months.
- (9) The procedure for the election of a new head of the department will be conducted in accordance with this Statute, and the dismissed head of the department may not be a candidate in that procedure.

Teaching sites

Article 17

The Faculty may establish a teaching site in the local or regional self-government unit, other state bodies or another legal entity for the purpose of regularly conducting the practical part of classes. The teaching site is established based on a cooperation agreement, the content of which is regulated by the Act and the University Statute.

Laboratories

Article 18

- (1) Laboratories are established for performing scientific and professional research and projects as well as for conducting the practical part of classes.
- (2) Members of laboratories may be teaching staff in scientific-teaching and teaching positions, associates in associate positions, employees in professional positions as well as senior laboratory technicians and laboratory technicians.
- (3) The work of the laboratory is organised and managed by the head of the laboratory.
- (4) The head of the laboratory is appointed by the members of the institute at the proposal of the head of the institute.
- (5) A teacher in a scientific-teaching position, an associate in an associate position and an employee in a professional position may be appointed as head of the laboratory.
- (6) The head of the laboratory is appointed for a term of three (3) years. The same person may be reappointed as the head.
- (7) If the Faculty is conducting scientific research connected with scientific programmes and scientific projects, in particular EU projects, laboratories may be independent organisational units.
- (8) The head of the laboratory as an independent organisational unit is appointed by the Dean of the Faculty at the proposal of the head of the scientific programme or the scientific project, or EU project.

- (9) A teacher in a scientific-teaching position may be appointed as the head of the laboratory referred to in the previous paragraph of this Article. The head of the laboratory is appointed for a term of three (3) years. The same person may be reappointed as the head.

Clinical skills room

Article 19

- (1) Clinical skills room is the Faculty's organisational unit which coordinates the teaching of certain medical knowledge and skills that are necessary for the training of doctors of dental medicine, dental hygienists, nurses, physiotherapists and other medical personnel and that cannot be completely mastered during clinical classes.
- (2) The head of the clinical skills room is appointed and dismissed by the Dean of the Faculty.
- (3) A teacher, associate or professional associate of the Faculty who has an employment contract with the Faculty may be appointed as the head of the clinical skills room.
- (4) The head of the clinical skills room is appointed for a term of three (3) years. The same person may be reappointed as the head.

Organisational units for performing healthcare activities for teaching purposes at the Faculty Clinics and clinical institutes

Article 20

- (1) Clinics and clinical institutes are healthcare institutions or parts of healthcare institutions in which clinical classes are taught.
- (2) Names of clinics and clinical institutes are assigned by the minister competent for healthcare at the Faculty's proposal, in accordance with the conditions and procedure established in special regulations.

Article 21

- (1) The head manages the work of clinics and clinical institutes.
- (2) Heads of clinics and clinical institutes are appointed by healthcare institutions, and the participation of the Faculty in such appointment is regulated in the agreement concluded between the Faculty and the healthcare institution.

Polyclinic and other healthcare institutions

Article 22

- (1) In accordance with the Institutions Act, the Healthcare Act and the University Statute, and with the consent of the Senate, the Faculty may establish polyclinics and other healthcare institutions as the Faculty's subsidiaries for the purpose of providing healthcare services necessary for the Faculty's teaching activities.
- (2) Polyclinics and other healthcare institutions participate in legal transactions under the Faculty's name and their own name.

- (3) Polyclinics and other healthcare institutions are staffed by teachers, scientists and associates of the Faculty engaged in a specific scientific field within the area of Biomedicine and Health or the interdisciplinary area of science.
- (4) The structure of positions in polyclinics and other healthcare institutions is established by a decision adopted by the Dean at the proposal of the Faculty Council. Such structure may provide for the participation of employees employed at the Faculty's teaching sites in the work of polyclinics and other healthcare institutions.

Article 23

- (1) The procedure for establishing polyclinics and other healthcare institutions is initiated by the Faculty Council at the Dean's proposal.
- (2) The proposal for establishing polyclinics and other healthcare institutions is based on a study determining the justification for establishing the polyclinics and other healthcare institutions as well as the source of funding.
- (3) The name of the polyclinic or other healthcare institution, its internal structure, its bodies and competences, as well as other issues related to the work of the polyclinic or other healthcare institution are established in its founding document, this Statute and the general regulations of the polyclinic or other healthcare institution.
- (4) The fundamental document of the polyclinic or other healthcare institution is the Rules of the polyclinic or other healthcare institution, which are adopted by the Dean with the consent of the Faculty Council at the proposal of the expert council of the polyclinic or other healthcare institution.

Article 24

External associates, i.e., adjunct professors and associates who participate in teaching at the Faculty may participate in the work of the Faculty's organisational units without voting rights.

Article 25

- (1) The Faculty may establish centres for scientific and professional work, lifelong learning and other activities which are relevant for the Faculty.
- (2) A centre is established and dissolved by the Faculty Council at the Dean's proposal.

Library

Article 26

- (1) The library is the Faculty's special organisational unit for performing activities related to library science and information science, as well as for performing tasks related to the Faculty's teaching, scientific research and professional requirements.
- (2) The Faculty's library system, with its library science and information services, is part of the University library system.
- (3) The library is represented and managed by the head of the library.
- (4) The head of the library is appointed by the Dean of the Faculty for a term of three (3) years. The same person may be reappointed as the head of the library.
- (5) A person who meets the requirements in accordance with the act regulating library activities and the Rules on Job Organisation of the Faculty may be appointed as the head of the library.

- (6) The library must submit a report on its work to the Faculty Council at least once a year.
- (7) The work of the library is further regulated by the Rules of Procedure of the library.

Secretary's Office

Article 27

- (1) The Secretary's Office is the Faculty's professional and administrative organisational unit for handling legal affairs and performing professional and administrative tasks, financial and accounting tasks, tasks related to quality assurance and improvement, tasks related to student affairs, technical and support tasks and other activities relevant for the Faculty's successful work, as defined in this Statute and other general regulations.
- (2) All tasks referred to in paragraph 1 of this Article are performed by the Secretary's Office for the entire Faculty, except for the tasks that fall within the regular scope of activities of the Faculty's other organisational units, as established in this Statute and other general regulations.
- (3) The Secretary's Office comprises subordinate organisational units.
- (4) The Secretary's Office is managed by the Faculty's Secretary.

Structure of positions

Article 28

- (1) By means of its decision, the Faculty Council establishes the Faculty's structure in accordance with the University Statute and the decision of the University's Senate on the structure of organisational units within the University constituents.
- (2) The list and description of tasks of the Faculty's organisational units, the description of positions and jobs as well as the requirements that employees have to meet in order to work in such positions are defined in the Rules on Job Organisation of the Faculty.
- (3) The Rules on Job Organisation are adopted by the Dean at the proposal of the Faculty Council, with prior opinion of the University's Committee for Statutory and Legal Issues.

VI. FACULTY BODIES

Governing bodies

Article 29

- (1) The Faculty's governing bodies are: the Faculty Council and the Dean.
- (2) The Faculty may also have other professional and advisory bodies, the composition, manner of establishment and powers of which are further regulated in this Statute.

Faculty Council

Article 30

- (1) The Faculty Council is a governing body of the Faculty whose members are appointed in accordance with this Statute, as representatives of teachers, associates and other employees, in the manner that ensures the representation of teachers in scientific-

teaching and teaching positions, of associates in associate positions, of other Faculty employees and of students through student representatives.

- (2) The term of office of Faculty Council members is three (3) years.

Members of the Faculty Council

Article 31

- (1) Members of the Faculty Council with voting rights are as follows: the Dean; the Vice Deans; the heads of departments, who are representatives of teachers in scientific-teaching positions; three (3) representatives of teachers in scientific-teaching positions at the Faculty's institutes who have an employment contract with the Faculty; one (1) representative of teachers in teaching positions who has an employment contract with the Faculty; two (2) representatives of associates in associate positions who have employment contracts with the Faculty; one (1) representative of other employees who has an employment contract with the Faculty; and student representatives, who comprise 10% of the Faculty Council members, of whom no more than 20% are postgraduate students.
- (2) The Faculty's Secretary and the representative of the relevant trade union at the Faculty in the area of science and higher education who is an employee of the Faculty participate in the work of the Faculty Council without voting rights.

Appointment of Faculty Council members

Article 32

- (1) The election of Faculty Council members takes place at electoral meetings:
 1. Electoral meeting for appointment of representatives of teachers in scientific-teaching positions at the Faculty's institutes
 2. Electoral meeting for appointment of representatives of teachers in teaching positions and of representatives of associates in associate positions
 3. Electoral meeting of other employees for appointment of representatives of staff in the Secretary's Office and the Faculty's library.
- (2) Individual electoral meetings referred to in paragraph 1 of this Article must be held at least thirty (30) days before the expiry of the term of office of the Faculty Council.
- (3) Candidates for representatives of teachers, associates and other employees who receive the greatest number of votes in a public vote at individual electoral meetings are elected as Faculty Council members in accordance with the defined number of representatives under this Statute.
- (4) If two or more candidates receive the same number of votes at individual electoral meetings, a runoff vote will be held and the candidate who receives the greater number of votes will be elected as the Faculty Council member.
- (5) If the required number of representatives of teachers, associates and other employees as defined in this Statute is not elected at individual electoral meetings, the election procedure will be repeated at the latest within fifteen (15) days of the date when the electoral meeting was held.
- (6) If teachers who are elected as representatives of teachers in scientific-teaching positions in the Faculty Council are subsequently appointed as Dean or Vice Dean, a new election will be held for the appointment of representatives of teachers in scientific-teaching

positions for the same term of office, in accordance with the procedure defined in this Article.

- (7) Student representatives in the Faculty Council are elected by students in accordance with this Statute and special legislation.
- (8) The outgoing Faculty Council confirms the election results and defines the term of office for the newly constituted Faculty Council.

Electoral meeting for the appointment of representatives of teachers in scientific-teaching positions at the Faculty's institutes

Article 33

- (1) Teachers in the scientific-teaching positions of full professor with tenure, full professor, associate professor and assistant professor at the Faculty's institutes elect their representatives by a public vote at the electoral meeting of all teachers in scientific-teaching positions at the Faculty's institutes, at which candidates are proposed and the representatives of teachers in scientific-teaching positions at the Faculty's institutes are elected for the Faculty Council in accordance with the number of representatives defined in this Statute.
- (2) The electoral meeting for appointment of representatives of teachers in scientific-teaching positions is convened and chaired by the Vice Dean authorised in that regard by the Dean of the Faculty.
- (3) A teacher in a scientific-teaching position who has an employment contract with the Faculty, other than the Dean and the Vice Dean in their current term of office, may be a candidate for the representative of teachers in scientific-teaching positions at the Faculty's institutes.
- (4) Candidates for representatives of teachers in scientific-teaching positions at the Faculty's institutes who receive the greatest number of votes in a public vote at the electoral meeting are elected as Faculty Council members.
- (5) If teachers who are elected as representatives of teachers in scientific-teaching positions at the Faculty's institutes in the Faculty Council are subsequently appointed as Dean or Vice Dean, a new election will be held for the appointment of representatives of teachers in scientific-teaching positions for the same term of office, in accordance with the procedure defined in this Article.

Electoral meeting for the appointment of representative of teachers in teaching positions and of representatives of associates in associate positions

Article 34

- (1) Teachers in the teaching positions of lecturer/advisor, senior lecturer and lecturer as well as associates in the associate positions of assistant with a doctoral degree and assistant elect their representatives by a public vote at the electoral meeting of all teachers in teaching positions and associates in associate positions, at which candidates are proposed and the representatives of teachers and associates are elected for the Faculty Council in accordance with the number of representatives defined in this Statute.
- (2) The electoral meeting for appointment of representative of teachers in teaching positions and of representatives of associates in associate positions in the Faculty Council is convened and chaired by the Vice Dean authorised in that regard by the Dean of the Faculty.

- (3) A teacher in a teaching position who has an employment contract with the Faculty may be a candidate for the representative of teachers in teaching positions, while an associate in an associate position who has an employment contract with the Faculty may be a candidate for the representative of associates in associate positions.
- (4) Candidates for representatives of teachers and associates who receive the greatest number of votes in a public vote at the electoral meeting are elected as Faculty Council members.
- (5) If the elected representative of associates is promoted to a higher position during their term of office, a new election will be held for the appointment of a representative of associates in associate positions for the same term of office, in accordance with the procedure defined in this Article.

Electoral meeting of other employees

Article 35

- (1) The representative of other employees defined in this Statute is elected by employees who perform professional and administrative, technical and support tasks and who have an employment contract for work in the Secretary's Office or the Faculty's library.
- (2) Employees of the Secretary's Office and the library elect the representative of other employees at the electoral meeting of other employees, at which candidates are proposed and the representative of other employees in the Faculty Council is elected.
- (3) The electoral meeting for the appointment of the representative of other employees in the Faculty Council is convened and chaired by the Faculty Secretary.
- (4) An employee of the Secretary's Office or the library who has an employment contract with the Faculty may be a candidate for the representative of other employees in the Faculty Council.
- (5) The candidate for the representative of other employees who receives the greatest number of votes in a public vote at the electoral meeting is elected as a Faculty Council member.

Dismissal of Faculty Council members

Article 36

- (1) A Faculty Council member may be dismissed before the expiry of their term of office:
 - If they request such dismissal
 - If they fail to perform the duties of a Faculty Council member and if their negligent or improper conduct causes damage to the Faculty
 - If circumstances arise which lead to the termination of employment under the Act, this Statute or legislation regulating employment
 - Upon loss of student status.
- (2) Dismissal of a Faculty Council member is carried out by the Faculty Council at the proposal of the Dean or one-third of the total number of Faculty Council members with voting rights.
- (3) The decision on dismissal of a Faculty Council member is adopted by the Faculty Council by a public vote, based on the majority of votes of all Faculty Council members with voting rights.
- (4) The dismissed Faculty Council member will be replaced by a newly elected Faculty Council member in accordance with the procedure defined in this Statute.

- (5) The newly elected Faculty Council member will serve the remainder of the term of office of the dismissed Faculty Council member.

Powers of the Faculty Council

Article 37

The Faculty Council has the following powers:

1. Adopts decisions on teaching, scientific and professional issues
2. Conducts the procedure for election and dismissal of the Dean
3. Conducts the procedure for appointment and dismissal of Vice Deans at the Dean's proposal
4. Adopts the Statute at the Dean's proposal
5. Adopts other general regulations defined in this Statute
6. Adopts the Faculty's mission and development strategy
7. Adopts the proposal of the part of the programme agreement pertaining to the Faculty
8. Adopts the Faculty's financial plan
9. Establishes additional criteria for the election procedure for scientific-teaching, teaching, associate and professional positions at the Faculty
10. Conducts the election/re-election procedures for scientific-teaching, teaching and professional positions at the Faculty
11. Conducts the election procedure for associate positions
12. Conducts the election/re-election procedures for adjunct professors
13. Adopts the overall curricula and their amendments in accordance with the Act, the legislation regulating quality assurance in higher education and the University Statute
14. Determines the admission quota for each study programme
15. Adopts the course curricula before the start of the new academic year
16. Oversees and proposes measures for improvement and assurance of quality of study programmes as well as scientific and professional activities
17. Conducts the procedure for awarding doctoral degrees in accordance with the provisions of the University's Statute
18. Appoints mentors for students at postgraduate university study programmes
19. Appoints commissions at postgraduate university study programmes
20. Appoints mentors for associates in the associate positions of assistant or assistant with a doctoral degree
21. Delivers an assessment on the work of the assistants and the assistants with a doctoral degree at least once a year
22. Establishes the Faculty's organisational structure
23. Decides on the establishment of new organisational units
24. Proposes the Rules on Job Organisation to the Dean
25. Appoints and dismisses the heads of institutes
26. Confirms the appointment of the heads of departments
27. Appoints professors emeriti from the Faculty's former employees
28. Approves sabbaticals for teachers in scientific-teaching positions
29. Adopts the Dean's annual report on implementation of the Faculty's development strategy and the Dean's report on operations and implementation of part of the programme agreement
30. Adopts the semi-annual and annual report on implementation of the Faculty's financial plan
31. Adopts the Rules of Procedure of the Faculty Council

32. Adopts the rules of the polyclinics and other healthcare institutions
33. Appoints committees and commissions as its expert and advisory bodies
34. Performs other tasks in accordance with the University Statute, the Faculty Statute and other general regulations of the Faculty.

Manner of work of the Faculty Council

Article 38

- (1) The Faculty Council deliberates and adopts decisions at meetings.
- (2) Faculty Council meetings are convened and chaired by the Dean.
- (3) The Faculty Council may adopt decisions if more than half of the total number of members with voting rights is present at the meeting.
- (4) The Faculty Council adopts decisions based on the majority of votes of all members with voting rights.
- (5) The Dean may invite all teachers and associates of the Faculty to participate in a Faculty Council meeting at which issues of general interest for the functioning and development of the Faculty are discussed (Faculty structure, organisation of courses, establishing the draft overall curriculum, amendments to the overall curriculum, course curricula, establishing the scientific and research activities development plan, etc.).
- (6) Student representatives in the Faculty Council do not participate in voting procedures regarding the election of teachers and associates to specific positions.
- (7) When decisions are adopted by the Faculty Council, student representatives are entitled to a suspensive veto when deciding on matters concerning the change of study conditions, amendments to overall curricula and course curricula, quality assurance for the study programmes and matters concerning the student standard. Student representatives may exercise the suspensive veto when this is requested by the majority of all student representatives in the Faculty Council. Upon exercise of the suspensive veto, the Faculty Council will discuss the issue again within eight (8) days at the earliest. In the repeated decision-making procedure, the decision is adopted based on the majority of votes of all Faculty Council members, without the right to exercise a suspensive veto.
- (8) The work of the Faculty Council and the decision-making procedure are further regulated by the Rules of Procedure of the Faculty Council, in accordance with this Statute.

Expert and advisory bodies of the Faculty Council

Article 39

- (1) The Faculty Council may appoint standing and temporary committees and commissions as its expert and advisory bodies in accordance with this Statute or another general regulation.
- (2) The Faculty Council has the following expert and advisory bodies as standing committees and commissions:
 - Committee for Science
 - Committee for Academic and Student Affairs
 - Committee for Master's Theses
 - Ethics Committee
 - Commission for Publishing Activities
 - Commission for Higher Education Quality Assurance and Improvement
 - Employee Awards Commission

- Student Awards Commission.
- (3) Committees and commissions have at least three (3) members and at most nine (9) members.
- (4) Members of the committees and commissions are appointed and dismissed by the Faculty Council at the Dean's proposal.
- (5) The term of office of the head and members of the committees and commissions is three (3) years and the same person may be reappointed as the head or member of the committee or commission.
- (6) The composition, structure and scope of work of committees and commissions are established by means of a special decision of the Faculty Council.

Dean of the Faculty

Article 40

- (1) The Dean is the head of the Faculty.
- (2) The Dean represents the Faculty and is responsible for ensuring that the Faculty operates in accordance with the law, the University Statute and this Statute.
- (3) The Dean holds all the powers and obligations of the head of an institution.
- (4) The Dean has the following powers:
 - 1. Organises the work and operations of the Faculty
 - 2. Prepares, convenes, proposes the agenda for, chairs and presides over the Faculty Council meetings
 - 3. Proposes the Faculty Statute and other general regulations to be adopted by the Faculty Council to the Faculty Council
 - 4. Adopts the Rules on Job Organisation at the proposal of the Faculty Council, with prior opinion of the Committee for Statutory and Legal Issues
 - 5. Adopts other general regulations which do not fall under the competence of the Faculty Council
 - 6. Proposes the Faculty's mission and development strategy
 - 7. Prepares the proposal of the part of the programme agreement pertaining to the Faculty
 - 8. Proposes the Faculty's financial plan
 - 9. Manages the implementation of the Faculty's financial plan in accordance with the Act, the Faculty Statute and the provisions of the programme agreement
 - 10. Manages the Faculty's assets with prior consent of the Faculty Council
 - 11. Proposes candidates for Vice Deans to the Faculty Council
 - 12. Proposes heads of institutes to the Faculty Council
 - 13. Appoints acting heads of institutes
 - 14. Appoints acting heads of departments
 - 15. Issues prior opinions on the appointment of heads of polyclinics and other healthcare institutions
 - 16. Approves external engagements of the Faculty's teachers
 - 17. Appoints the Faculty Secretary
 - 18. Decides on hiring employees and conclusion of employment contracts within the Secretary's Office and the library
 - 19. Appoints the head of the library
 - 20. Decides on termination of employment contracts of the Faculty's employees in accordance with the Act, the act regulating employment and the Faculty's general regulations

21. Proposes measures for improvement of the Faculty's work to the Faculty Council
 22. Implements the decisions of the Faculty Council, the Senate and other University bodies that pertain to the Faculty
 23. Appoints standing and temporary commissions to perform duties falling within the scope of the Dean's authority
 24. Appoints the commission and determines the time for sitting an exam following a student's complaint
 25. Signs diplomas and other public documents issued by the Faculty
 26. Decides on investments and procurement of expensive equipment for the Faculty in accordance with the Statute
 27. Signs agreements concluded by the Faculty
 28. Issues decisions on awards and recognitions for Faculty employees
 29. Awards the Dean's Award to students
 30. Issues decisions on loss compensation
 31. Issues decisions on cooperation with other faculties in the country and abroad
 32. Performs other tasks in accordance with the Act, the University Statute, this Statute and other general regulations of the Faculty.
- (5) Vice Deans and the Secretary assist the Dean in their work.
 - (6) The Dean is entitled to take all legal actions on behalf and for the account of the Faculty up to the sum of EUR 200,000.00.
 - (7) For legal actions exceeding the sum of EUR 200,000.00, the Dean must obtain the Senate's consent.
 - (8) The Dean is accountable to the Faculty Council and the Rector for their work.
 - (9) The Dean is obligated to submit to the Faculty Council the annual report on implementation of the Faculty's strategy, the report on operations and implementation of the relevant part of the programme agreement as well as other reports defined in this Statute.
 - (10) The Dean may appoint advisors, expert committees or working groups to perform specific tasks under their competence. The number of advisors, the composition of expert bodies or working groups and the scope of their work are further defined in the decision on their appointment.
 - (11) The symbol of the honour of the Dean is the Dean's Chain of Office.

Election of the Dean

Article 41

- (1) A teacher at the Faculty in the scientific-teaching positions of full professor with tenure, full professor or associate professor with an employment contract with the Faculty or the University for full-time work may be elected as the Dean.
- (2) The Dean is elected by the Faculty Council by secret ballot based on the majority of votes, under the conditions and in the procedure stipulated in this Statute, in accordance with the election procedure defined in the University Statute.
- (3) The Dean's term of office is three (3) years and the same person may be re-elected once.
- (4) The term of office of the elected Dean commences on 1 October of the following academic year and ends on 30 September of the academic year in which their term of office expires.
- (5) The procedure for election of the Dean must be completed at the latest four (4) months before the expiry of the current Dean's term of office.

- (6) If the procedure for election of the Dean is repeated, the election must be completed at the latest fifteen (15) days before the elected Dean's term of office is to commence.

Procedure of candidacy and collecting nominations for election of the Dean

Article 42

- (1) The Faculty Council adopts a decision on initiating the procedure for election of the Dean, setting out the implementation of the procedure for collecting nominations for the Dean, the powers of the election commission, the due dates for completing the procedure of collecting nominations for the Dean, nominations for the Dean, the due dates for convening the electoral meeting of the Faculty Council for presenting the candidates' programmes and the procedure of the secret ballot for the election of the Dean.
- (2) The Faculty Council's decision on initiating the procedure for election of the Dean is published on the Faculty's website on the second day following its entry into force.
- (3) The procedure for election of the Dean is carried out by the election commission. The election commission consists of three (3) members appointed by the Faculty Council from its own members.
- (4) The procedure of candidacy and collecting nominations for election of the Dean may not be shorter than thirty (30) days.
- (5) The procedure of candidacy for the election of the Dean is carried out in such a way that the Faculty Council draws up a list of all teachers in the scientific-teaching positions of full professor with tenure, full professor and associate professor, and submits it to the election commission. Within the time limit set by the decision of the Faculty Council, the election commission is obligated to conduct the procedure of candidacy and collecting nominations for the election of the Dean by interviewing the teachers on the established list of all teachers in scientific-teaching positions, collecting written statements from teachers and determining the list of candidates for the position of Dean.
- (6) In addition to nominations, candidates for the position of Dean must submit the following documents to the election commission:
 - The candidate's statement accepting the nomination
 - The candidate's curriculum vitae, including a description of their teaching, scientific and professional work
 - Their programme for the three-year term of office.

Article 43

- (1) After the time limit for collecting nominations for the election of the Dean has passed, the election commission will inform the Dean of the nominations received.
- (2) The Dean is obligated to convene a Faculty Council meeting no later than fifteen (15) days from the date of receipt of the election commission's report on the collected nominations for the election of the Dean.
- (3) The election commission for collecting nominations for the election of the Dean submits a report to the Faculty Council on the nominations received.
- (4) The election commission's report on the candidates for the election of the Dean, together with the candidates' CVs including a description of their teaching, scientific and professional work and their programmes for the relevant term of office, will be delivered to all Faculty Council members along with the invitation to the electoral meeting, no later than seven (7) days before the date of the meeting.

Article 44

- (1) The Dean is elected by the Faculty Council by secret ballot, based on the personal vote of the Faculty Council members at the electoral meeting. The electoral meeting is chaired by the oldest Faculty Council member by age.
- (2) The secret ballot election procedure is conducted by the election commission.
- (3) A candidate is elected as the Dean if they receive the majority of votes of all Faculty Council members.
- (4) Each Faculty Council member with voting rights has one vote.
- (5) The Dean election procedure by secret ballot is conducted in rounds, with a maximum of three rounds.

1. First round:

1. If, in the first round, the procedure for election of the Dean is conducted with only one candidate who does not receive the majority of votes from the Faculty Council, a second round will not be held; instead, the nomination and election procedure for the Dean will be repeated. At the same meeting, the Faculty Council will determine the time limits for the nomination and election procedure and appoint the election commission.
2. If, in the first round, the Dean is elected between two candidates and neither receives the majority of votes from the Faculty Council, the candidate who received the greater number of votes in the first round will proceed to the second round.
3. If the Dean is elected between two candidates in the first round and both receive the same number of votes, the nomination and election procedure is repeated. At the same meeting, the Faculty Council will determine the time limits for the nomination and election procedure.
4. If, in the first round, the Dean is elected among three or more candidates and none receives the majority of votes from the electoral body, the two candidates with the greatest number of votes proceed to the second round.
5. If, after the first round, one candidate receives more votes (but not the majority of votes) and two or more remaining candidates receive the same number of votes, an additional vote (runoff) will be held between the candidates who received an equal number of votes. After the additional vote, the candidate who receives the greater number of votes proceeds to the second round together with the candidate who received the greatest number of votes in the first round.

2. Second round:

1. If, in the second round, none of the candidates receives the majority of votes from the electoral body, the candidate who received the greater number of votes in the second round will proceed to the third round.
2. If, in the second round, the candidates receive the same number of votes, an additional vote will not be held; instead, both candidates will proceed to the third round.

3. Third round:

1. In the third round, the candidate that receives the majority of votes of all Faculty Council members is elected as the Dean.
2. If the Dean is not elected in the third round, the nomination and election procedure will be repeated. At the same meeting, the Faculty Council will determine the time limits for the nomination and election procedure.

Repeating the Dean election procedure

Article 45

- (1) If the Dean is not elected by secret ballot at the electoral meeting of the Faculty Council, the Faculty Council will, at the same meeting, determine the time limits for the repeated nomination and election procedure.
- (2) In the repeated election procedure, the candidacy and nomination procedure for election of the Dean will last fifteen (15) days.
- (3) If the Faculty Council fails to elect the Dean by 15 September in the repeated nomination and election procedure, an acting Dean will be appointed at the same meeting, to serve until the election of a new Dean, for a maximum period of one year.
- (4) Candidates who participated in the Dean election procedure may not be appointed as acting Dean. The Faculty Council will appoint the acting Dean from its members or from teachers holding the scientific-teaching positions of full professor with tenure, full professor or associate professor.
- (5) The appointment of the acting Dean will be decided by the Faculty Council by a public vote based on the majority of votes of all Faculty Council members.
- (6) If the Faculty Council fails to elect the Dean and fails to appoint the acting Dean at the same meeting, the Senate will, within fifteen (15) days of receiving notice from the Faculty Council, appoint an acting Dean from the Faculty's teachers holding the scientific-teaching positions of full professor with tenure, full professor or associate professor, to serve until the election of a new Dean, for a maximum period of one year.
- (7) The appointment of the acting Dean at the rector's proposal will be decided by the Senate by a public vote based on the majority of votes of all Senate members.

Article 46

After the completion of the Dean election procedure, the Faculty will submit the documentation on the election procedure, in accordance with the University Statute and this Statute, to the University's supervisory body, i.e., the Committee for Statutory and Legal Issues, which will issue a prior opinion on the conducted Dean election procedure.

Incapacity of the Dean

Article 47

- (1) If the Dean is unable to perform their duties (due to absence, illness, etc.), they will be replaced by a Vice Dean authorised by the Dean.
- (2) The Vice Dean replacing the Dean will have all the powers and perform all duties of the Dean as stipulated by the Act, the University Statute and this Statute, and will sign public documents and other documents using the designation "on behalf of."
- (3) If the Dean is unable to perform their duties for a period longer than six months, the Faculty Council will adopt a decision on the dismissal of the Dean, appoint an acting Dean and initiate the procedure for the election of a new Dean.

End of term and dismissal of the Dean

Article 48

- (1) The Dean's term of office will terminate before the expiry of the term for which they were elected in the following cases:
 - Upon exercising the right to retirement
 - Upon termination of the employment contract
 - Upon transfer to another position
 - Upon entering into employment with another legal entity or teaching site outside the University.
- (2) The Dean may be dismissed before the expiry of the term for which they were elected:
 - If they request such dismissal
 - If circumstances arise which lead to the termination of employment under the Act, this Statute or labour legislation
 - If they act contrary to the Act, this Statute or other general regulations
 - If their negligent or improper conduct causes significant harm to the Faculty or if they neglect or irresponsibly perform their duties.
- (3) The procedure for dismissal of the Dean may be initiated at the proposal of one-third of the Faculty Council members, in accordance with this Statute, or at the rector's proposal, if the Senate annuls the Faculty's decision.
- (4) The Faculty Council will decide on the dismissal of the Dean based on the majority of votes of all Faculty Council members. The Faculty Council meeting at which the dismissal is decided on will be chaired by the oldest Faculty Council member by age.
- (5) If the Dean's term of office ends or the Dean is dismissed before the expiry of the term for which they were elected, the Faculty Council will appoint an acting Dean until a new Dean is elected, for a maximum period of one year, in accordance with this Statute.
- (6) If the Faculty Council fails to appoint an acting Dean following the procedure for dismissal of the Dean, the Senate will, at the latest within fifteen (15) days of receiving notice from the Faculty Council, appoint an acting Dean from the Faculty's teachers holding the scientific-teaching positions of full professor with tenure, full professor or associate professor, to serve until the election of a new Dean, for a maximum period of one year.
- (7) The procedure for election of the new Dean will be conducted in accordance with this Statute and the University Statute, and the dismissed Dean may not be a candidate in the new election procedure.

Vice Deans

Article 49

- (1) The Dean is assisted in their work and management of the Faculty by the Vice Deans.
- (2) The Faculty has four (4) Vice Deans.
- (3) The scope of work, rights and obligations of the Vice Deans are further regulated by the Rules on Job Organisation of the Faculty.
- (4) The Vice Deans are accountable for their work to the Faculty Council and the Dean.

Appointment of Vice Deans

Article 50

- (1) A teacher at the Faculty in the scientific-teaching positions of full professor with tenure, full professor, associate professor or assistant professor who has an employment contract with the Faculty for at least half-time work may be elected as the Vice Dean.
- (2) The term of office of the Vice Dean is three (3) years or until the end of the Dean's term of office, and the Vice Dean may be reappointed for a new term.
- (3) Vice Deans are elected by the Faculty Council at the Dean's proposal by a public vote, based on the majority of votes of all Faculty Council members with voting rights.
- (4) The proposal for appointment of the Vice Dean must contain:
 - The candidate's statement accepting the nomination for Vice Dean
 - The candidate's curriculum vitae, including a description of their teaching, scientific and professional work
- (5) If the candidates for Vice Dean do not receive the majority of votes of all Faculty Council members with voting rights, the Dean will propose new candidates at the next Faculty Council meeting.
- (6) The Dean may authorise a Vice Dean to replace them in representing the Faculty.

Dismissal of Vice Deans

Article 51

- (1) The Vice Dean may be dismissed before the expiry of the term for which they were elected:
 - If they request such dismissal
 - If circumstances arise which lead to the termination of employment under the Act, this Statute or labour legislation
 - If they act contrary to the Act, this Statute or other general regulations
 - If their negligent or improper conduct causes significant harm to the Faculty or if they neglect or irresponsibly perform their duties.
- (2) The proposal for the dismissal of a Vice Dean is submitted by the Dean, and the decision on dismissal is adopted by the Faculty Council by a public vote, based on the majority of votes of all Faculty Council members with voting rights.
- (3) At the same time as adopting the decision on the dismissal of the Vice Dean, the Faculty Council will appoint a new Vice Dean at the Dean's proposal.

Faculty Secretary

Article 52

- (1) The Secretary is the head of the Secretary's Office at the Faculty and is responsible for the fulfilment of organisational, professional and administrative, legal, technical and other general tasks at the Faculty.
- (2) The Faculty Secretary is responsible for efficient work of the offices for legal affairs, human resources, professional and administrative affairs, financial and accounting affairs, activities related to higher education quality assurance and improvement, student affairs, technical and support services and other activities defined by the Statute, the Act, other regulations and general regulations of the Faculty.

- (3) The Secretary is appointed by the Dean based on a public call for applications.
- (4) A person who has completed the integrated undergraduate and graduate university study programme of law and has five (5) years of professional experience may be appointed as the Secretary.
- (5) The Faculty Secretary is accountable for their work to the Dean.

Dean's Collegium

Article 53

- (1) The Dean's Collegium is the Dean's advisory and expert body, composed of the Vice Deans, the Secretary and the head of the Financial and Accounting Office.
- (2) The Dean convenes the Collegium as needed, for the purpose of:
 - Coordinating and monitoring the Faculty's overall activities
 - Improving the work of the Faculty's professional services
 - Coordinating all business activities of the Faculty
 - Performing other tasks as defined by this Statute, other general regulations and the Dean's decisions.
- (3) The Dean may expand the Dean's Collegium to include relevant heads of the Faculty's organisational units or experts for specific matters.

Article 54

- (1) The Faculty may also establish other legal entities to conduct activities linking practice, science and higher education, in which students may also participate. Likewise, the Faculty may establish companies, foundations, associations, etc.
- (2) The provisions of the University Statute concerning the management of legal entities within the University apply accordingly to the establishment and management of other legal entities within the Faculty, unless a specific activity is governed by special regulations.

VII. TEACHING AND ASSOCIATE POSITIONS

Article 55

- (1) Teachers at the Faculty are employed in scientific-teaching positions.
- (2) In exceptional cases, teachers may be employed in the teaching positions of lecturer and senior lecturer only if courses that do not require a scientific approach for the purpose of collaboration in the educational process are delivered at the Faculty, or if a professional study programme is delivered at the Faculty. Teachers at the Faculty in university study programmes may also be employed in teaching positions for teaching foreign languages.
- (3) Associates at the Faculty are employed in associate positions.
- (4) Professional positions at the Faculty are filled by persons engaged in the implementation of scientific and professional projects, as well as in teaching that does not require a scientific approach.

Structure of teaching and associate positions at the Faculty

Article 56

- (1) The scientific-teaching positions from the lowest to the highest are: assistant professor (*doc. dr. sc.*), associate professor (*izv. prof. dr. sc.*), full professor and full professor with tenure (*prof. dr. sc.*).
- (2) The teaching positions by group from the lowest to the highest are: lecturer (*pred.*), senior lecturer (*v. pred.*).
- (3) The teaching positions for foreign language instruction from the lowest to the highest are: lecturer, senior lecturer and lecturer/advisor.
- (4) The associate positions from the lowest to the highest are: assistant and assistant with a doctoral degree.
- (5) The professional positions from the lowest to the highest are: professional associate, senior professional associate and professional advisor.
- (6) The abbreviations for scientific-teaching positions are written before the name and surname of the person employed in the relevant position. The abbreviations for teaching positions are written after the name and surname of the person employed in the relevant position.
- (7) The structure of teaching and associate positions at the Faculty is further regulated by the Rules on Job Organisation of the Faculty, in accordance with this Statute.

Criteria for appointment to a position

Article 57

- (1) A person may be employed in a scientific-teaching or a teaching position at the Faculty if they have the appropriate level of education in the relevant scientific area and field, meet the National Criteria for Appointment to Scientific-Teaching and Teaching Positions at the Faculty (hereinafter: National University, Scientific and Artistic Criteria) and also meet the additional criteria determined by a general regulation of the Faculty (hereinafter: additional criteria).
- (2) In addition to the criteria set out in paragraph 1 of this Article, a person may be employed in a scientific-teaching position if they hold the academic degree of doctor of science in the relevant scientific area and field and are registered in the Register of Scientists.
- (3) A person may be employed in a teaching position, associate position of assistant or professional position at the Faculty if they have completed a graduate university study programme in the relevant scientific area and field. In exceptional cases, in accordance with the criteria stipulated by the general regulation of the University, a person who has completed a graduate professional study programme in the relevant scientific area and field may be employed in a teaching position at the Faculty.
- (4) A person may be appointed to the associate position of assistant from among particularly successful students. The selection criteria for the associate position of assistant are regulated by the Faculty through a general regulation.
- (5) A person may be employed in the associate position of assistant with a doctoral degree if they hold the academic degree of doctor of science in the relevant scientific area and field.
- (6) A person may be employed in the professional position of professional associate if they have completed a graduate university study programme or an integrated undergraduate

and graduate university study programme and have at least one year of professional experience or have published one scientific or professional paper.

- (7) The National University, Scientific and Artistic Criteria for individual scientific areas or fields are adopted by the National Council at the proposal of the Rectors' Conference and the competent parent committee and are published in the Official Gazette. The additional criteria are published on the Faculty's website in both Croatian and English.

Article 58

- (1) Teachers and associates are employed in vacant positions at the Faculty through a public call.
- (2) The decision to announce the public call referred to in paragraph 1 of this Article is adopted by the Faculty Council. The decision on the appointment of the expert committee constitutes an integral part of the decision to announce the public call.
- (3) The expert committee referred to in paragraph 2 of this Article consists of at least three (3) members employed in positions at the same or higher hierarchical level compared to the position for which the call is announced, and in the same scientific area and field. At least one (1) member of the expert committee must be employed outside the Faculty.
- (4) The public call for the appointment of teachers and associates to a vacant position will be published in the Official Gazette, on the websites of the University and the Faculty in Croatian and on the official online portal for job opportunities in the European Research Area in English. The time limit for applications must not be shorter than thirty (30) days from the date of publication in the Official Gazette.
- (5) Applications and evidence on meeting the requirements are submitted in electronic form.
- (6) The expert committee referred to in paragraph 2 of this Article will evaluate whether the applicants meet the legal criteria, the National University, Scientific and Artistic Criteria and the additional criteria, and it will submit a reasoned written opinion containing an assessment of all applicants and propose the best candidate to the Faculty Council no later than thirty (30) days from the expiry of the time limit for application.
- (7) The Faculty Council will adopt or reject the expert committee's opinion within thirty (30) days from the date of receipt of the expert committee's opinion referred to in paragraph 6 of this Article. A decision on rejecting the expert committee's opinion must be reasoned. If the Faculty Council rejects the expert committee's opinion, it will simultaneously adopt a decision annulling the public call and announcing a new public call for the same vacant teaching or associate position.
- (8) The Faculty Council's decision adopting the expert committee's opinion and the entire documentation proving that the best candidate meets the criteria will be submitted by the Faculty to the competent parent committee no later than eight (8) days from the date of adoption of the opinion, except in the case of appointment to an associate or professional position.
- (9) The competent parent committee will issue a decision establishing whether the proposed candidate meets the National University, Scientific and Artistic Criteria at the latest within sixty (60) days from the date of receipt of the decision.
- (10) If the competent parent committee fails to issue the decision referred to in paragraph 9 of this Article within the stipulated period, it will be deemed that the candidate meets the National University, Scientific and Artistic Criteria. The Faculty Council will adopt a decision establishing that the conditions have materialised, i.e., that the competent parent committee failed to issue the decision referred to in paragraph 9 of this Article within the stipulated period, and confirming that the candidate meets the criteria for appointment to the vacant teaching position.

- (11) Following the delivery of the decision referred to in paragraph 9 of this Article, or upon materialisation of the conditions referred to in paragraph 10 of this Article, the Faculty will conclude an employment contract with the selected candidate. In the case of appointment of associate (assistant or assistant with a doctoral degree) or professional associate to the vacant position following the decision on adoption of the opinion of the expert committee referred to in paragraph 2 of this Article, the Faculty will conclude an employment contract with the selected candidate.
- (12) If the competent parent committee determines in its decision that the candidate does not meet the National University, Scientific and Artistic Criteria, the Faculty may not conclude an employment contract with that candidate.
- (13) Employment contracts for teaching and professional associate positions are concluded as open-ended contracts, with the obligation to undergo re-election or election to a higher position.
- (14) Employment contracts for the associate positions of assistant and assistant with a doctoral degree are concluded for a fixed term, in accordance with the Act and this Statute.

Term of appointment to a teaching position

Article 59

- (1) A teacher is appointed to a position for a period of five (5) years.
- (2) After the expiry of the term referred to in paragraph 1 of this Article, the teacher will either be re-elected to the existing position or elected to a higher position, in accordance with the Act and this Statute.
- (3) The election of a teacher to the position of full professor with tenure represents the completion of the advancement or re-election process.

Re-election to a teaching position

Article 60

- (1) The re-election procedure is initiated upon the expiry of five (5) years from the last election or re-election and must be completed no later than six (6) months from the date of initiation of the procedure. The re-election procedure will be initiated if the teacher has not, prior to the expiry of the term for which they were elected or re-elected, submitted an application for election to a higher position.
- (2) The re-election of a teacher will be conducted in accordance with the procedure stipulated by the Act and this Statute for the election of a teacher to a higher position.
- (3) A teacher will be re-elected to their existing position if they have fulfilled half of the National University, Scientific and Artistic Criteria since their last election or re-election.
- (4) A teacher is re-elected to a position for a period of five (5) years.
- (5) A teacher who is not re-elected to their existing position will have their employment terminated in accordance with the act regulating employment.

Election to a higher teaching position

Article 61

- (1) A teacher who believes that they meet the criteria for election to a higher position is required to submit an application for election to such a position no later than thirty (30) days before the expiry of the term of five (5) years from their last election or re-election to the previous scientific-teaching or teaching position.
- (2) The teacher's application within the time limit referred to in paragraph 1 of this Article is submitted in electronic form to the head of the Faculty.
- (3) The procedure for election to a higher position is initiated by a decision of the Faculty Council upon expiry of the term for which the teacher was elected or re-elected. The decision appointing the expert committee constitutes an integral part of the decision to initiate the procedure for election of a teacher to a higher position.
- (4) The expert committee referred to in paragraph 3 of this Article consists of at least three (3) members employed in positions at the same or higher hierarchical level compared to the position for which the election procedure is carried out, and in the same scientific area and field. At least one (1) member of the expert committee must be employed outside the Faculty.
- (5) The teacher is required to submit to the expert committee evidence on meeting the criteria for election to a higher position in electronic form no later than fifteen (15) days from the initiation of the election procedure. In the procedure of election to a higher position, the teacher submits evidence on achievements attained since their latest election or re-election, based on which they meet the National University, Scientific and Artistic Criteria.
- (6) The expert committee referred to in paragraph 3 of this Article will assess whether the teacher meets the legal requirements and the National University, Scientific and Artistic Criteria, and will submit a written, reasoned opinion to the Faculty Council on the meeting of criteria for election to a higher position no later than thirty (30) days from the date of receipt of the evidence on meeting the criteria.
- (7) The Faculty Council will adopt or reject the expert committee's opinion within thirty (30) days from the date of receipt of such opinion. A decision on rejecting the expert committee's opinion must be reasoned. If the Faculty Council adopts a decision rejecting the expert committee's opinion, it is required to initiate the procedure for the teacher's re-election to the current position no later than thirty (30) days thereafter.
- (8) The decision of the Faculty Council confirming that the teacher meets the criteria for election to a higher position and the entire documentation proving that the criteria are met will be submitted by the Faculty to the competent parent committee within eight (8) days from the date of adoption of the opinion.
- (9) The competent parent committee will issue a decision establishing whether the teacher meets the National University, Scientific and Artistic Criteria, at the latest within sixty (60) days from the date of receipt of the Faculty's decision.
- (10) If the competent parent committee fails to issue the decision referred to in paragraph 9 of this Article within the stipulated period, it will be deemed that the teacher meets the National University, Scientific and Artistic Criteria or the National Criteria for Universities of Applied Sciences. The Faculty Council will adopt a decision establishing that the conditions have materialised, i.e., that the competent parent committee failed to issue the decision referred to in paragraph 9 of this Article within the stipulated period, and confirming that the teacher meets the criteria for election to the higher position.

- (11) Following the delivery of the decision referred to in paragraph 9, or upon materialisation of the conditions referred to in paragraph 10 of this Article, the Faculty will conclude an annex to the employment contract with the elected teacher.
- (12) If, in the procedure for election to a higher position, it is determined that the teacher does not meet the required criteria, the Faculty Council will initiate the procedure for the teacher's re-election to their existing position no later than thirty (30) days thereafter.

Election to a higher professional position

Article 62

- (1) Employees in professional positions are elected for a term of five (5) years. The procedure for election to a higher professional position is carried out by the Faculty Council in accordance with the Act and this Statute.
- (2) A person may be elected to the higher professional position of senior professional associate if they participate in teaching that does not require a scientific approach and work on professional tasks related to the implementation of two scientific or professional projects within the Faculty's area of activity and in the delivery of teaching, or if they have published five (5) scientific or professional papers.
- (3) A person may be elected to the higher professional position of professional advisor if they participate in teaching that does not require a scientific approach and work on professional tasks related to the implementation of three scientific or professional projects within the Faculty's area of activity, or if they have published ten (10) scientific or professional papers.
- (4) The provisions of this Statute regulating the procedure for election of teachers to higher positions apply accordingly to the procedure for election to higher professional positions.
- (5) Election to the professional position of professional advisor concludes the process of advancement or re-election.

Re-election to professional positions

Article 63

- (1) The re-election procedure is initiated upon the expiry of five (5) years from the last election or re-election and must be completed no later than six (6) months from the date of initiation of the procedure. The re-election procedure is initiated if the employee in a professional position has not submitted an application for election to a higher professional position before the expiry of the term for which they were elected or re-elected.
- (2) The re-election of an employee in a professional position will be conducted in accordance with the procedure stipulated in this Statute for the election of an employee to a higher professional position.
- (3) An employee in a professional position will be re-elected to their existing position if they have fulfilled half of the conditions laid down by this Statute since their last election or re-election.
- (4) An employee is re-elected to a professional position for a period of five (5) years.

Associates

Article 64

- (1) An assistant is employed at the Faculty on the basis of a fixed-term employment contract for a period of six (6) years, financed from the resources of the founder, project funds or the Faculty's own revenues.
- (2) An assistant with a doctoral degree is employed at the Faculty on the basis of a fixed-term employment contract for a period of no more than four (4) years, financed from the resources of the founder, project funds or the Faculty's own revenues.
- (3) An associate has the rights and obligations to:
 1. Participate in the delivery of teaching and in the conduct of scientific activity
 2. Participate in scientific symposia and conferences
 3. Take part in the Faculty's project and other activities
 4. Submit a report on their work to the institutional mentor at least once a year
 5. Perform other tasks as instructed by the mentor and the Dean of the Faculty.
- (4) An assistant has the rights and obligations to:
 1. Enrol in and attend the doctoral study programme at the Faculty's expense
 2. Change their mentor once, at their personal request, in accordance with the availability of the Faculty's staff.
- (5) If the employment of an assistant or an assistant with a doctoral degree at the Faculty is financed from the founder's funds, prior approval from the rector is required.

Evaluation of the work of associates

Article 65

- (1) An associate is assigned a mentor from the teachers holding a scientific-teaching position, in accordance with the procedure laid down by the Faculty's general regulation.
- (2) The Faculty will evaluate the associates' work at least once a year, in accordance with the procedure laid down in the Faculty's general regulation.
- (3) A decision will be issued regarding the evaluation of the associate. No appeal is permitted against this decision; however, an administrative dispute may be initiated.
- (4) If the associate receives a negative evaluation for two consecutive years, their employment will be terminated on the date when the decision becomes enforceable, in accordance with the act governing employment.

Sabbatical

Article 66

- (1) The Faculty Council may issue a decision approving a paid sabbatical for a teacher elected to the scientific-teaching position of full professor with tenure, full professor, associate professor or assistant professor, for the purpose of conducting scientific research.
- (2) Teachers in the scientific-teaching positions referred to in paragraph 1 of this Article are entitled to take a sabbatical after six (6) years of work at the Faculty.
- (3) The Faculty is obligated to ensure that teaching and other duties of the teacher who has been granted a sabbatical are regularly carried out.

Rights of teachers appointed to management positions

Article 67

- (1) A teacher is guaranteed the right to return to their position upon the expiry of their term of office in the event of being elected or appointed to a management position at the University or within the system of higher education and scientific activity, as well as to a public office within the meaning of the legislation regulating the prevention of conflicts of interest, within thirty (30) days from the date of termination of the management position or public office.
- (2) During the period when the teacher is holding a management position or public office, the Faculty may hire someone to replace the employee referred to in paragraph 1 of this Article based on a fixed-term employment contract.

Suspension of time limits and extension of fixed-term employment contracts

Article 68

- (1) At the request of a teacher or associate, the time limits for election and re-election to a position are suspended during maternity and parental leave, temporary incapacity for work exceeding three months, holding a management position at a higher education institution or within the system of higher education and scientific activity, or holding public office within the meaning of the legislation regulating the prevention of conflicts of interest, as well as in other justified cases stipulated by the Act, a collective agreement or the Faculty's general regulation.
- (2) At the request of an associate, the fixed-term employment contract will be extended for the duration of maternity or parental leave, temporary incapacity for work, management position or public office or other justified cases stipulated by the Act, a collective agreement or the Faculty's general regulation.

Work of employees outside the Faculty

Article 69

- (1) In accordance with the act governing employment, a teacher or associate employed at the Faculty may perform activities that fall within or are related to the scope of the Faculty's activities outside the Faculty where they are employed only with the approval of the Dean of the Faculty.
- (2) The procedure for issuing approval for an employee to work outside the Faculty is regulated by the Faculty's general regulation.

Termination of the teacher's employment contract

Article 70

- (1) At the Faculty, a teacher's employment contract will terminate due to their retirement at the end of the academic year in which the teacher meets the conditions for termination of the employment contract in accordance with the act governing employment.

- (2) In exceptional cases, the Faculty may, at its own expense, conclude an employment contract with the full professor with tenure referred to in paragraph 1 of this Article at the longest until the end of the academic year in which the professor turns seventy (70).

Replacement of a temporarily absent employee

Article 71

- (1) In the event of the temporary absence of a teacher or associate, the Faculty may conclude a fixed-term employment contract, without conducting a public call for applications, with a person replacing the temporarily absent teacher or associate for a maximum period of six (6) months.
- (2) The Faculty Council will appoint an expert committee consisting of at least three (3) members employed in positions at the same or higher hierarchical level compared to the position for which the person is being employed to replace the temporarily absent employee, in the same scientific area and field. The expert committee will within fifteen (15) days submit to the Faculty Council a written opinion establishing whether the candidate meets the criteria for the relevant position.
- (3) The Faculty Council will adopt a decision accepting or rejecting the opinion referred to in paragraph 2 of this Article within fifteen (15) days from the day of receipt of the expert committee's opinion. If the Faculty Council rejects the expert committee's opinion, a fixed-term employment contract for a period of six (6) months cannot be concluded.
- (4) The right and obligation to enrol in and attend a doctoral study programme does not apply to an employee replacing a temporarily absent associate.

Article 72

- (1) Employees engaged in professional and administrative, technical and support tasks who perform duties within the Faculty's scope of activities have employment contracts with the Faculty.
- (2) The status of such employees is regulated by general labour legislation, unless otherwise stipulated by the Act, the University Statute, this Statute and the Faculty's rules.

Adjunct professor and external associate

Article 73

- (1) The Faculty may engage an adjunct professor or an external associate.
- (2) An adjunct professor or an external associate is a person who is not employed by the Faculty but meets the criteria for appointment to a scientific-teaching, teaching or associate position.
- (3) A person who believes that they meet the criteria for appointment to a scientific-teaching, teaching or associate position may submit an application in that regard in electronic form to the Dean of the Faculty.
- (4) An adjunct professor or an external associate is elected in the same manner as in case of a vacant teaching or associate position in accordance with the provisions of the Act and this Statute, or as in case of the election of a teacher to a higher position in accordance with the provisions of the Act and this Statute, where no public call for applications is published for the appointment of an adjunct professor or an external associate.

- (5) The provisions of this Statute concerning the re-election of teachers apply accordingly to the re-election of adjunct professors.
- (6) The word “adjunct” must be stated before the designation of the position in accordance with the Act.

Visiting professor

Article 74

- (1) By decision of the Faculty Council, with the consent of the Senate, the teaching of a specific course may be entrusted to a distinguished foreign professor (visiting professor).
- (2) The basic requirement for entrusting the delivery of teaching to persons referred to in paragraph 1 of this Article is that the distinguished foreign professor holds the status of an internationally recognised scientist and professor.
- (3) The criteria for assessing whether a person is an internationally recognised foreign scientist and professor will be determined by an expert committee appointed by the Faculty Council of the Faculty offering the course for which entrusting the delivery of teaching is proposed.
- (4) Based on the opinion of the expert committee referred to in paragraph 3 of this Article, the Faculty Council will adopt a decision on entrusting the delivery of teaching of a specific course to a distinguished foreign professor, and the status of visiting professor will be confirmed by the Senate.

Honorary title for teachers

Article 75

- (1) The Faculty may award the honorary title of professor emeritus to a distinguished retired professor.
- (2) The honorary title of professor emeritus is awarded by the Faculty Council without conducting a public call to deserving retired full professors with tenure and full professors who have distinguished themselves through their scientific work and achieved international recognition.
- (3) The proposal for awarding the honorary title of professor emeritus is submitted by the Dean of the Faculty.
- (4) The proposal must include the nominee’s CV with a description of their teaching and scientific work, along with an explanation of their exceptional contribution.
- (5) The Faculty Council will appoint a committee composed of at least five (5) full professors to consider the proposal and provide an opinion and recommendation.
- (6) The final decision on awarding the honorary title of professor emeritus, based on the opinion and recommendation of the committee referred to in the previous paragraph of this Article, is made by the Faculty Council.
- (7) A professor emeritus may, in accordance with the Faculty’s needs, participate in the delivery of teaching at doctoral study programmes, serve as a mentor to doctoral students, participate in the procedures for obtaining the degree of doctor of science and engage in scientific activities.
- (8) The procedure for appointment and the rights of a professor emeritus, as well as the criteria for awarding the honorary title of professor emeritus, are further defined by a general regulation, in accordance with the University Statute, the general regulation of the University and this Statute.

Ethical responsibility of teachers and associates

Article 76

- (1) The Faculty will establish an Ethics Committee for the promotion and protection of ethical principles in teaching and scientific activities, professional work, interpersonal relations and public appearances of teachers, associates and other employees.
- (2) The National Council issues guidelines defining the minimum ethical principles. The minimum ethical principles constitute part of the Faculty's Code of Ethics.
- (3) The Code of Ethics is adopted by the Faculty Council in accordance with the University Code of Ethics; it defines ethical conduct as well as the procedure for preventing and sanctioning unethical behaviour.
- (4) The decision of the Ethics Committee on the violation of the Code of Ethics is submitted to the Dean of the Faculty, who is obligated to act in accordance with the Rules on Disciplinary Responsibility.
- (5) The composition, competences and manner of work of the Faculty's Ethics Committee are further regulated by the Faculty's Code of Ethics.

Disciplinary responsibility

Article 77

- (1) A Faculty employee bears disciplinary responsibility for failure to fulfil their work duties and for actions that harm the reputation of the University and the Faculty.
- (2) The Faculty will establish a Disciplinary Committee.
- (3) The Faculty Council adopts the Rules on Disciplinary Responsibility, which define the composition of the Disciplinary Committee, disciplinary offences, disciplinary sanctions and the disciplinary procedure.
- (4) Disciplinary responsibility established in the disciplinary procedure may result in termination of the employment contract.
- (5) Disciplinary action may be taken against a Faculty employee only for an act which was defined as a disciplinary offence under the Rules on Disciplinary Responsibility referred to in paragraph 3 of this Article at the time when it was committed and for which a disciplinary sanction was stipulated.

VIII. STUDY PROGRAMMES

Types of study programmes

Article 78

- (1) The Faculty organises and delivers university study programmes.
- (2) In exceptional cases, the Faculty may also organise and deliver professional study programmes in accordance with the Act.
- (3) A university study programme prepares students to perform tasks in science and higher education, in the business sector, the public sector and society in general, and it equips them to apply and develop scientific and professional achievements.
- (4) A professional study programme prepares students to carry out professional tasks in the business sector, the public sector and society in general.

Article 79

- (1) University study programmes are organised and delivered as:
 1. Undergraduate university study programmes, which last three or four years and upon completion of which at least 180 ECTS credits or at least 240 ECTS credits, respectively, are earned
 2. Graduate university study programmes, which last one or two years and upon completion of which at least 60 ECTS credits or at least 120 ECTS credits, respectively, are earned
 3. Integrated undergraduate and graduate university study programmes, which last five years and upon completion of which at least 300 ECTS credits are earned, or which last six years and upon completion of which at least 360 ECTS credits are earned. The integrated undergraduate and graduate university study programme may be established based on an approval issued by the Agency in accordance with the regulations governing quality assurance in science and higher education.
 4. Postgraduate study programmes, which may be organised as doctoral study programmes lasting three years and upon completion of which 180 ECTS credits are earned or as specialist university study programmes lasting one or two years and upon completion of which at least 60 ECTS credits and up to 120 ECTS credits are earned.
- (2) Professional study programmes are organised and delivered as:
 1. Short-cycle study programmes, which last two years and upon completion of which at least 120 ECTS credits are earned
 2. Undergraduate study programmes, which last three or four years and upon completion of which at least 180 ECTS credits or at least 240 ECTS credits, respectively, are earned
 3. Graduate study programmes, which last one or two years and upon completion of which at least 60 ECTS credits or at least 120 ECTS credits, respectively, are earned, provided that the total number of credits earned in the undergraduate and graduate study programmes is at least 300 ECTS credits.
- (3) In addition to the study programmes referred to in paragraphs 1 and 2 of this Article, the Faculty may, in accordance with its general regulations, also organise various professional development programmes through which competencies aligned with the occupational standard or set of competencies and the qualification standard or set of learning outcomes from the Register of the Croatian Qualifications Framework are acquired. This also includes bridging requirements for students intending to transfer to another study programme, enrol in a study programme, complete a previously commenced study programme or have competencies acquired outside the study programme recognised as an enrolment requirement. A professional development programme for the purposes of lifelong learning is not considered a study programme and may be financed through vouchers intended to support access to the labour market.

Joint study programme

Article 80

- (1) A joint study programme is a study programme jointly delivered by at least two universities or two university constituents, or by at least one domestic university and one foreign university, or by one university constituent and one foreign higher education institution. In exceptional cases, a joint doctoral study programme may be jointly

delivered by the University and a public research institute, or by a university constituent and a research institute.

- (2) The organisation, delivery, completion, location, coordinator, method of issuing the final diploma and the entity responsible for the accreditation process of a joint study programme are determined by an agreement between the universities and university constituents, or between the university and the public research institute, or between the University constituent and the public research institute. An agreement for the study programmes at the university level is adopted by the Senate, and for study programmes at the level of University constituents by the authorised council.
- (3) A joint study programme is accredited before the Agency or another international accreditation agency in the European Union that is registered in the European Quality Assurance Register for Higher Education (EQAR). The accreditation process for a joint study programme is carried out in accordance with the regulations governing quality assurance in higher education and science.

Enrolment in university and professional study programmes

Article 81

- (1) A person who has completed an appropriate secondary school education programme lasting at least four years and passed the state graduation exam may enrol in an undergraduate university or professional study programme. A person who has completed an appropriate short-cycle professional study programme may enrol in an undergraduate professional study programme. The conditions for enrolment in an undergraduate university or professional study programme are determined by the Faculty based on a decision of the Faculty Council.
- (2) A person who has completed an appropriate undergraduate university study programme or an integrated university study programme may enrol in a graduate university study programme. A person who has completed an appropriate undergraduate professional or university study programme may enrol in a graduate professional study programme. In exceptional cases, a person who has completed an appropriate undergraduate professional study programme may enrol in a graduate university study programme in accordance with the general regulation of the Faculty delivering the study programme and subject to passing bridging exams as determined by the Faculty. The conditions for enrolment in a graduate university or professional study programme are determined by the Faculty based on a decision of the Faculty Council.
- (3) A person who has completed an appropriate secondary school education programme lasting at least four years and passed the state graduation exam may enrol in an integrated undergraduate and graduate university study programme. The conditions for enrolment in an integrated undergraduate and graduate university study programme are determined by the Faculty based on a decision of the Faculty Council.
- (4) A person who has completed an appropriate secondary school education programme may enrol in a short-cycle professional study programme, and the enrolment conditions are determined by a decision of the Faculty Council of the Faculty delivering the short-cycle professional study programme.
- (5) The enrolment conditions and quotas for the university and professional study programmes referred to in paragraphs 1 to 4 of this Article constitute part of the joint call for applications for enrolment in study programmes adopted by the Senate at the proposal of the University constituents.

- (6) The Senate publishes the joint public call for enrolment on the University's website no later than 1 May of the current academic year. The call must include: general and specific enrolment requirements determined by the decisions of the authorised councils of the University and its constituents, the number of available places per type of study programme, time limits for applications and enrolment, candidate selection criteria established by the authorised councils, information on the enrolment procedure ensuring equal treatment of all applicants, required documents for enrolment, tuition fees and other relevant information.

Enrolment in postgraduate study programmes

Article 82

- (1) A person who has completed an appropriate graduate study programme or an integrated undergraduate and graduate university study programme may enrol in a university specialist study programme. In exceptional cases, a person who has completed a graduate professional study programme may also enrol in a university specialist study programme, subject to passing bridging exams determined by the Faculty delivering the graduate professional study programme, or based on at least five (5) years of work experience in the relevant field of study. The conditions for enrolment in a university specialist study programme are determined by the Faculty based on a decision of the Faculty Council.
- (2) A person who has completed an appropriate graduate university study programme, an integrated undergraduate and graduate university study programme or a university specialist study programme may enrol in a doctoral study programme. The conditions for enrolment in a doctoral study programme delivered by the Faculty are determined by the Faculty based on a decision of the Faculty Council.

Doctoral study programme

Article 83

- (1) The doctoral study programme is delivered at the postgraduate level and is administered by the Faculty.
- (2) The doctoral study programme prepares students for independent scientific research.
- (3) The doctoral study programme is completed by passing examinations, fulfilling other academic obligations and by writing and defending a doctoral dissertation.
- (4) The awarding of the academic degree of doctor of science on the basis of scientific achievements is further regulated by a special ordinance adopted by the Senate.
- (5) The procedure for application, evaluation and defence of the doctoral dissertation is stipulated by the University Statute.

Overall curriculum

Article 84

- (1) Study programmes at the Faculty are organised and delivered in accordance with an approved overall curriculum.
- (2) The overall curriculum sets out:
 1. The professional or academic title or academic degree awarded upon completion of the study programme

2. The alignment of the study programme with the corresponding qualification listed in the Register of the Croatian Qualifications Framework, where such qualification is included in the Register
 3. The conditions for enrolment in the study programme, the conditions for enrolment in the next semester, trimester or year and the conditions for enrolling in other academic obligations
 4. A list of compulsory and elective courses with their ECTS credit load, forms of instruction, course content, intended learning outcomes and course coordinators
 5. The expected learning outcomes to be acquired upon completion of the study programme
 6. The number of available enrolment places
 7. The structure and form of delivery of teaching
 8. The method for assessing the acquired learning outcomes for each course or other academic obligation
 9. The method of completion of the study programme.
- (3) The overall curriculum is adopted by the Faculty Council with prior approval from the University's Quality Assurance Centre, in accordance with the Act and the regulations governing quality assurance in higher education, as well as the University Statute.

ECTS credits and transfer of ECTS credits

Article 85

- (1) Each course or other academic obligation is assigned ECTS credits reflecting the average total student workload required to achieve the intended learning outcomes of the course.
- (2) One ECTS credit corresponds to 30 hours of estimated average student workload required to achieve the learning outcomes.
- (3) The transfer of ECTS credits may be carried out between different study programmes in accordance with the Act and the general regulation of the University.
- (4) The criteria and conditions for the recognition and transfer of ECTS credits referred to in paragraph 1 of this Article are stipulated by the general regulation of the University for study programmes within the University, and by an agreement between the University or the Faculty and other higher education institutions outside the University.

Academic year

Article 86

- (1) The academic year begins on 1 October of the current year and ends on 30 September of the following year.
- (2) Teaching is organised in semesters: winter and summer.
- (3) Teaching may begin before the official start of the academic year referred to in paragraph 1 of this Article, if this is provided for in the Faculty's course curricula for the relevant academic year and stipulated in the academic calendar adopted by the Senate for the following academic year, but not before 1 September.

Delivery of the study programme

Article 87

- (1) The study programme is delivered in accordance with the course curricula adopted by the Faculty Council prior to the beginning of the academic year and published on the Faculty's website.
- (2) The course curricula define the structure and mode of delivery of the study programme, whether in full or adapted teaching schedules.
- (3) The course curricula specify:
 1. The list of compulsory and elective courses with designated teachers and associates
 2. Forms of instruction
 3. Language of instruction
 4. Teaching locations
 5. Start and end dates and the teaching schedule
 6. Examination methods and fulfilment of academic obligations
 7. Examination periods
 8. List of examination literature
 9. Other relevant information concerning the delivery of teaching.
- (4) The course curricula, teaching schedule, examination timetables and other information necessary for attending classes and taking exams are made available to students prior to enrolment in the study programme or re-enrolment in the next semester, trimester or year.
- (5) The Senate will, by general regulation, further regulate the rules on examinations, appeals concerning grades, procedures for retaking exams, the content, format and manner of keeping examination records, the transparency of examinations and the right to access exam results. The University's general regulation applies to the Faculty.
- (6) The study programme may be delivered in its entirety through instruction using computer-based technologies and interactive learning materials that enable access to learning under special conditions, when the teacher and student are physically remote (hereinafter: online study). Online study is delivered based on approval granted by the Agency, in accordance with the regulations governing quality assurance in higher education and science, provided that the learning outcomes of the study programme can be achieved through distance teaching.

Verification of achieved learning outcomes, examinations and grades

Article 88

- (1) Students' achieved learning outcomes are verified and assessed during classes and through examinations, and the results are recorded in the appropriate document and student records.
- (2) Oral examinations are public.
- (3) Written examinations are kept until the end of the academic year.
- (4) Learning outcomes achieved with outstanding success are graded as excellent (5), corresponding to letter grade A. Learning outcomes achieved with above-average success are graded as very good (4), corresponding to letter grade B. Learning outcomes achieved with average success are graded as good (3), corresponding to letter grade C. Learning outcomes achieved with satisfactory success are graded as sufficient (2), corresponding to letter grade D. Learning outcomes that have not been achieved with satisfactory success are graded as insufficient (1), corresponding to letter grade F.

- (5) The overall curriculum may stipulate that certain courses are graded descriptively. Courses graded descriptively are not included in the calculation of the grade point average.

Completion of studies

Article 89

- (1) An undergraduate university or professional study programme is completed by passing examinations, fulfilling other academic obligations and passing the final examination.
- (2) A graduate university or professional study programme is completed by passing examinations, fulfilling other academic obligations and preparing and defending a master's thesis.
- (3) An integrated undergraduate and graduate university study programme is completed by passing examinations, fulfilling other academic obligations and preparing and defending a master's thesis.
- (4) The final examination, preparation and defence of the master's thesis, the rights and obligations of students, mentors and examination committees and other relevant issues are further regulated by the general regulation of the Faculty.
- (5) The doctoral study programme is completed by passing examinations, fulfilling other academic obligations and by preparing and defending a doctoral dissertation.
- (6) A university specialist study programme is completed by passing examinations, fulfilling other academic obligations and passing the specialist examination.
- (7) The procedure for submission, evaluation and defence of a specialist thesis in university specialist study programmes is further regulated by a general regulation of the University adopted by the Senate.
- (8) A short-cycle professional study programme is completed by passing examinations and fulfilling other academic obligations. In accordance with the overall curriculum, a short-cycle professional study programme may be completed by preparing or by preparing and defending a final thesis, or by passing a final examination.
- (9) The manner and time limits for publishing master's theses, doctoral dissertations and specialist theses are stipulated by the Act.

Academic and professional titles, academic degree and certificates of completion of studies

Article 90

- (1) Upon completion of a study programme, the student acquires the corresponding academic or professional title or academic degree in accordance with the Act, as well as other rights in accordance with specific regulations.
- (2) Upon completion of an undergraduate, graduate, postgraduate or integrated study programme, the student is issued a diploma and a diploma supplement.
- (3) Upon completion of a short-cycle professional study programme, the student is issued a certificate and a diploma supplement.
- (4) The diploma, certificate and diploma supplement are public documents issued by the Faculty, confirming that the student has completed a specific study programme and acquired the right to an academic or professional title or academic degree.
- (5) The public documents referred to in paragraph 4 of this Article are issued free of charge, in Croatian and English, as signed and certified hard copies as well as in digital format.

- (6) The form and content of the public documents are determined by the minister through an ordinance.
- (7) Upon completion of a professional development programme, the Faculty issues the participant a certificate containing a description of the participant's obligations, and if the programme's workload is measured in ECTS credits, the certificate also includes the number of ECTS credits.

Other matters related to studies

Article 91

- (1) The rules on examinations, appeals concerning grades, procedures for retaking exams, the content, format and manner of keeping examination records, the transparency of examinations and the right to access exam results are defined in detail by a general regulation of the University adopted by the Senate.
- (2) The general regulation referred to in paragraph 1 of this Article will be published in a manner that ensures its availability to the public, especially to students and applicants for student status.
- (3) An academic or professional title or degree will be revoked if it is established that it was obtained contrary to the conditions stipulated for its acquisition, through gross violation of study regulations or based on a final, master's, specialist thesis or doctoral dissertation that is plagiarised or falsified.
- (4) The initiation and conduct of the procedure for revoking an academic or professional title or degree will be carried out in accordance with the Act and the University Statute, and the procedure will be further defined by a general regulation of the University adopted by the Senate.

IX. STUDENTS

Student status

Article 92

- (1) Student status is acquired by enrolling at the Faculty and is evidenced by a student identity document issued by the Faculty.
- (2) A student is a person enrolled in a university or professional study programme.
- (3) A student with full-time status studies within a full-time teaching schedule.
- (4) A student enrolled with full-time status generally enrolls in 60 ECTS credits per academic year in accordance with the course curricula. A student who is a citizen of the Republic of Croatia or a citizen of another European Union member state and is studying with full-time status in an undergraduate or graduate university or professional study programme, or in an integrated university study programme, is entitled to full tuition fee subsidy from the state budget, in accordance with the Act.
- (5) A student with part-time status studies within a full-time or adjusted teaching schedule.
- (6) A student enrolled with part-time status generally enrolls in 30 to 60 ECTS credits per academic year in accordance with the course curricula. The costs of the studies are borne in full or in part by the student, in accordance with the general regulation of the University.

Students' rights and obligations

Article 93

- (1) A student has the right to:
 - Attend courses in accordance with the course curricula
 - Participate in scientific and professional work
 - Freedom of expression and opinion during classes and other activities, in accordance with the Code of Ethics
 - Complete the study programme in a period shorter than prescribed, in accordance with the criteria determined by a general regulation of the University or the Faculty
 - Free use of library materials as well as scientific and professional resources at the Faculty
 - Attend courses from other study programmes in accordance with the overall curriculum
 - Take examinations in the manner and within the time limits stipulated by the general regulations of the University or the Faculty
 - Choose a teacher if more than one teacher is assigned to a course
 - Receive consultation and mentoring and to choose a mentor and the topic for the final, master's, specialist thesis and doctoral dissertation in university and professional study programmes
 - Adaptation of methods of examination and fulfilment of academic obligations if this is required due to their health condition
 - Access appropriate psychological and healthcare support at University psychological counselling centres, Faculty counselling services and healthcare institutions
 - Participate in organised sports activities
 - Participate in and have decision-making rights within the work of University bodies, committees and commissions as well as Faculty bodies in accordance with this Statute and the University Statute
 - Participate in the work of student organisations in accordance with a special act
 - Provide feedback on teaching quality and teachers at least once a year as part of the internal quality assurance system
 - Lodge a complaint regarding violations of rights established by the Act and the general regulation of the University or the Faculty
 - Exercise other rights stipulated by the Act, the Statute and other general regulations of the University or the Faculty.
- (2) A student with full-time status has the right to repeat each year of study only once.
- (3) A student acquires the right to enrol in the next year of study if all academic obligations defined by the overall curriculum have been fulfilled in accordance with this Statute, the University Statute and other general regulations of the University and the Faculty.
- (4) A student is obligated to fulfil academic and other obligations at the Faculty in a timely manner and to comply with the general regulations of the University and the Faculty.
- (5) A student is obligated to complete the study programme at the latest within a period twice as long as the standard duration of the study programme.
- (6) A student is obligated to act in accordance with the University's or the Faculty's Code of Ethics and to uphold the reputation and dignity of fellow students, teachers and other members of the academic community at the University.
- (7) The disciplinary responsibility of students is governed by the rules on the students' disciplinary responsibility adopted by the University and the Faculty.

Suspension of students' rights and obligations

Article 94

- (1) A student's rights and obligations are suspended:
 1. During pregnancy
 2. For a student father or mother until the child reaches one year of age
 3. Due to incapacity for work lasting longer than three months
 4. During an international student exchange lasting more than 30 days while classes are held, if the student does not earn ECTS credits through the exchange
 5. In other justified cases in accordance with the general regulation of the University or the Faculty.
- (2) The manner of exercising the suspension of the student's rights and obligations will be further regulated by the general regulation of the University or the Faculty.

Special study opportunities

Article 95

- (1) A student-athlete or a top-level artist studying full-time may study under adapted conditions in accordance with the general regulation of the University or the Faculty.
- (2) A student with a disability may study under adapted conditions in accordance with the general regulation of the University or the Faculty.
- (3) An exceptionally successful full-time student may simultaneously attend two study programmes based on the minister's approval, with full tuition subsidised from the state budget, in accordance with the criteria established by the general regulation of the University or the Faculty.
- (4) An exceptionally successful full-time student or a student who regularly fulfils their obligations may complete their studies in a period shorter than prescribed, in accordance with the general regulation of the University or the Faculty.
- (5) Students may be granted permission, in accordance with the general regulation of the University or the Faculty, to attend and/or take exams in certain courses or a certain year of study at another higher education institution within the University or at another university in Croatia or abroad.

Loss of student status

Article 96

Student status will terminate:

- Upon completion of studies
- Upon disenrollment from the study programme
- If the student fails to enrol in the next academic year
- Upon expulsion from the study programme in the procedure and under the conditions established by the Faculty's Statute or another general regulation
- If the student fails to complete the study programme within a period twice as long as the standard duration of the study programme.

Disciplinary responsibility of students

Article 97

The disciplinary responsibility of students, in particular disciplinary offences, disciplinary procedure and disciplinary sanctions, are regulated in the rules on the students' disciplinary responsibility adopted by the University or the Faculty.

Student Union and other student organisations

Article 98

At the Faculty, the Student Union of the Faculty or another authorised student body, as well as other student organisations, may be established in accordance with a special act and the general regulations of the Faculty.

X. SCIENTIFIC ACTIVITY

Article 99

- (1) The Faculty's scientific activity is based on scientific research in the scientific area of Biomedicine and Health, as well as in related fields and interdisciplinary areas defined by this Statute.
- (2) The provisions of the Act and the University Statute on the fundamental principles of scientific activity, the objectives of scientific activity and the scope of scientific activity apply accordingly to the teachers, associates, adjunct professors and external associates as well as students of the Faculty.

XI. QUALITY ASSURANCE

Quality assurance and improvement system at the Faculty

Article 100

- (1) In accordance with the regulations governing quality assurance in higher education and science, the quality assurance and improvement system at the Faculty includes:
 1. Monitoring the implementation of the Faculty's development strategy
 2. Implementation of internal quality assurance and improvement procedures
 3. Monitoring and improving the quality of the study programmes
 4. Monitoring and improving learning, teaching and assessment methods in study programmes
 5. Monitoring and improving the achievement of learning outcomes by students
 6. Monitoring and improving the teachers' scientific productivity
 7. Monitoring and improving the teachers' professional work
 8. Monitoring and improving the work of employees of the professional services
 9. Monitoring and improving other activities performed by the Faculty.
- (2) Higher education quality assurance and improvement at the Faculty is implemented through a structural unit – the Office for Quality Assurance and Improvement in Higher

Education (hereinafter: Office), which operates within the Secretary's Office at the Faculty.

- (3) The Office referred to in paragraph 2 of this Article is connected with the University's Quality Assurance Centre, which coordinates the work of all structural units of the University constituents.
- (4) The Faculty will adopt a special general regulation further regulating the quality assurance and improvement system at the Faculty.

XII. FINANCING OF THE FACULTY

Article 101

The financing of the Faculty is carried out based on the Act, the University Statute, this Statute and the general regulations of the University and the Faculty.

Sources of financing

Article 102

- (1) The Faculty's activities are financed from the founder's funds, assigned revenues and the Faculty's own revenues in accordance with the Act and the University Statute.
- (2) The founder's funds consist of funds from the state budget of the Republic of Croatia allocated to the University based on a programme agreement for the financing of the basic budget component, the developmental budget component and the performance-based budget component.
- (3) The Faculty's assigned revenues include revenues arising from the performance of its core activities and related activities, in particular:
 1. Student tuition fees and other fees paid by participants in educational programmes
 2. Funds from the Croatian Science Foundation, university and other foundations
 3. Funds from European Structural and Investment Funds and other European Union funds and programmes
 4. Income from funds, donations and other appropriate sources for financing educational and scientific activities.
- (4) The Faculty's own revenues include revenues generated by performing activities on the market and in market conditions that may also be performed by other legal entities outside the general budget, and which do not undermine the achievement of the core mission or harm the reputation, independence and dignity of the University and the Faculty.
- (5) The criteria and manner of use of own revenues are determined by an ordinance adopted by the minister of science and education, while the manner of disposal of own revenues is governed by a general regulation of the Faculty.

Financial plan

Article 103

- (1) The Faculty's financial plan includes a plan for the financial year and projections for the following two financial years. It is adopted for each calendar year in accordance with the

act governing the budgetary system, subordinate legislation adopted thereunder, the University Statute and the programme agreement.

- (2) The Faculty's financial plan is drawn up in accordance with the act governing the budgetary system and subordinate legislation adopted thereunder, the University Statute and the programme agreement.
- (3) The University's financial plan consolidates the financial plans of all University constituents with legal personality.

XIII. PUBLIC NATURE OF WORK AND TRADE SECRETS

Article 104

- (1) The work of the Faculty is public.
- (2) The Faculty is obligated to inform the public truthfully and in a timely manner about the performance of its activities and the work of its bodies, in accordance with the regulations governing the right of access to information.
- (3) The public is informed through media announcements, issuing of special publications and via the Faculty's website.
- (4) The Faculty is not obligated to disclose information that constitutes a trade secret.

Article 105

- (1) Information designated as trade secrets by law or other regulations and information whose disclosure or access by unauthorised persons could have harmful consequences for the Faculty's operations or could harm the interests and reputation of the Faculty's employees are considered trade secrets.
- (2) Documents declared as trade secrets by the Dean, as well as information relating to measures and procedures in extraordinary circumstances, documents concerning national defence and information declared confidential by the competent state authorities are also considered trade secrets.
- (3) Documents and information deemed to constitute a trade secret may only be disclosed to third parties by the Dean and by persons authorised by the Dean.
- (4) The Faculty is obligated to safeguard information which constitutes trade secrets, and the Dean is directly responsible for ensuring this.

XIV. THE FACULTY'S GENERAL REGULATIONS

Article 106

- (1) The Statute is the Faculty's fundamental regulation.
- (2) The Faculty's Statute is adopted by the Faculty Council at the Dean's proposal. The Faculty's Statute is approved by the University Senate based on the prior opinion of the University Committee for Statutory and Legal Issues.
- (3) Amendments to the Statute are adopted in the same manner as the Statute.

Article 107

- (1) The Faculty's general regulations are adopted by the Faculty Council and the Dean within their respective competences, in accordance with this Statute and the University Statute.
- (2) All general regulations of the Faculty must be aligned with the University Statute and other general regulations of the University.

XV. TRANSITIONAL AND FINAL PROVISIONS

Organisational and other changes at the Faculty

Article 108

- (1) The Faculty will adopt the general regulations specified in this Statute no later than six (6) months from the date of this Statute's entry into force, or by the beginning of the 2023/2024 academic year at the latest, unless a different time limit is stipulated by the Act or the University Statute.
- (2) Until the adoption of the general regulations referred to in the previous paragraph, the existing general regulations will apply, except for those provisions that are contrary to the Act, the University Statute or this Statute.
- (3) The Faculty will align its internal organisation and bodies in accordance with the provisions of the University Statute and this Statute no later than one year from the date of entry into force of the Act, i.e., by 22 October 2023 at the latest.
- (4) The term of office of members elected to the Faculty bodies will end upon the organisation of the Faculty bodies in accordance with the provisions of this Statute.
- (5) The Dean of the Faculty who was elected for a second term before the entry into force of the Act and this Statute will remain in office until the expiry of the term for which they were elected, without the possibility of re-election.
- (6) Vice Deans of the Faculty appointed before the entry into force of the Act and this Statute will remain in office until the expiry of the term for which they were appointed.
- (7) Heads of departments and head of the clinical skills room appointed under the provisions of previously adopted regulations will remain in office until the election of new heads of departments or the appointment of the head of the clinical skills room in accordance with this Statute.
- (8) The head of the library appointed under the provisions of previously adopted regulations will remain in office until the appointment of a new head of the library in accordance with this Statute.

Faculty bodies

Article 109

- (1) Faculty Council members elected from among the teachers holding scientific-teaching titles and positions, representatives of teachers holding teaching titles and positions, representatives of associates holding associate titles and positions, representatives of other employees and student representatives will continue to serve in the Faculty Council until the election of the Faculty Council members in accordance with this Statute.

- (2) The procedure of electing Faculty Council members in accordance with this Statute will commence no later than 1 June 2023.
- (3) The Faculty's professional and advisory bodies appointed under the provisions of previous regulations will continue to operate until the establishment of the Faculty's professional and advisory bodies in accordance with this Statute.

Existing positions and titles

Article 110

- (1) Teachers, associates and employees in professional positions elected to a scientific-teaching, teaching, associate or professional position before the entry into force of the Act, i.e., before 22 October 2022, will continue to work in their respective positions.
- (2) The time limits for election or re-election of teachers and employees in professional positions stipulated by the Act will be calculated from the date of the previous election or re-election to the position.
- (3) A teacher who, before the entry into force of the Act, i.e., before 22 October 2022, was appointed to the scientific-teaching or artistic-teaching position of full professor with tenure will continue to work in the position of full professor with tenure.
- (4) An associate who, before the entry into force of the Act, i.e., before 22 October 2022, was appointed to the associate position of postdoctoral researcher will continue to serve in the position of assistant with a doctoral degree.
- (5) A teacher, associate or employee in a professional position who was elected to a scientific-teaching, teaching, associate or professional title before the entry into force of the Act, i.e., before 22 October 2022, will retain the acquired title.

Article 111

An adjunct professor appointed to an adjunct title before the entry into force of the Act, i.e., before 22 October 2022, will retain the adjunct title until the expiry of the period of five (5) years, where the five-year period will be calculated from the date of the previous appointment to the adjunct title.

Course curricula

Article 112

The Faculty's course curricula will be aligned with the provisions of the Act, the University Statute and this Statute as of the 2023/2024 academic year.

Equivalence of academic and professional titles

Article 113

- (1) Persons who obtained the academic title of master with an indication of a specific field before the entry into force of the Act will, upon the entry into force of the Act, be awarded the academic title of university master with an indication of the specific field (*univ. mag.* with an indication of the field).
- (2) At the request of a person who has completed their studies at the Faculty, the Faculty is obligated to issue, free of charge, a certificate of equivalence of the academic title.

Registers and records

Article 114

No later than one year after the entry into force of the Ordinance on the Content and Use of Information Systems, the Faculty is obligated to establish records and data collections stipulated in Article 75 of the Act.


Entry into force

Article 115

Upon the entry into force of this Statute, the Statute of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek, which was adopted by the Faculty Council of the Faculty of Dental Medicine and Health Osijek on 28 November 2017 and which entered into force on 29 December 2017, will cease to be valid, including its amendments: the Decision on Amendments to the Statute of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek of 25 May 2021 and the Decision on Amendments to the Statute of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek of 25 April 2022.

Article 116

This Statute enters into force on the eighth day following its publication on the noticeboard and the website of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek.

 **DEAN**
Alex
Prof. Aleksandar Včev, PhD

The Statute of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek was published on the noticeboard and the website of the Faculty of Dental Medicine and Health Osijek of the Josip Juraj Strossmayer University of Osijek on 11 May 2023 and it entered into force on 19 May 2023.

 **SECRETARY**
Ruža Malenica
Ruža Malenica, LLM

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